

SCHOOL DISTRICT TREASURER

02360

Exempt

DISTINGUISHING FEATURES OF THE CLASS

This is responsible work calling for exercise of mature business judgment in carrying out an established clerical routine. Employees in this class are under general supervision of the board of trustees or board of education, which formulates policy and checks on work by means of periodic reports. Employees in this class must be bonded.

ILLUSTRATIVE EXAMPLES OF WORK

Receives money from collector and makes deposits.

Draws checks.

Discusses accounting and financial problems with superiors.

Files posting media and miscellaneous accounting documents.

Prepares reports and statements concerning district finances.

Performs a wide variety of clerical account keeping tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of methods used in keeping financial accounts and records.

Some knowledge of the laws, regulations, procedures and policies as they related to school district finances.

Ability to follow oral and written directions and to prepare correspondence, reports, and other materials.

Good accounting judgment.