

Treasurer
New Hanover County Schools

Job Description

Class: Classified

Dept: School

TITLE: Support Associate V

QUALIFICATIONS:

1. High School degree or equivalent. Two year business degree preferred.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties including accounting.
3. Strong computer and accounting skills.

REPORTS TO: Principal

JOB GOAL: To perform a variety of accounting, administrative and receptionist duties to support the school administration.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school and financial issues.
2. Prepare and maintain all school records using computerized accounting program; enter transactions into the system and generate monthly reports.
3. Provide support for accurate system wide record maintenance; send monthly school financial reports to the Finance Department.
4. Maintain appropriate backups and system security for school financial records.
5. Serve as school payroll operator and liaison between school staff and central payroll associates with duties as outlined in the Administrative Payroll Manual. (Excluding traditional high school treasurers.)
6. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; researches content items for correctness of presentation and applicability.
7. Screen and route materials according to content of communications; routing duties require detailed knowledge of organizational operations and status of work.

8. Maintain strict confidentiality for all personnel matters.
9. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
10. Perform other duties and responsibilities as requested by the Principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Considerable knowledge of accounting practices.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.