

Traditional High School Treasurer
New Hanover County Schools

Job Description

Class: Classified
Dept: School

TITLE: Support Associate - Treasurer

QUALIFICATIONS:

1. High school degree, two year business degree preferred.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties including accounting skills.
3. Three years of experience in financial operations of a business or school system preferred.

REPORTS TO: Principal

JOB GOAL: To perform a variety of accounting and administrative functions to facilitate the proper and timely processing of school receipts, disbursements and accounting records and 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. Provide customer support for vendors, school personnel, parents and students.
3. Prepare and maintain all school records using a large multi-fund computerized accounting program and spreadsheets required to track and reconcile accounting records; enter transactions into the system and generate monthly reports to support system wide record maintenance.
4. Maintain appropriate backups and system security for school financial records following state and federal auditing regulations.
5. Process receipts, deposits, invoices, check requests and employee reimbursements, including verification of proper budget codes, approval, and supporting documentation from teachers, school personnel, fundraising and athletics events.
6. Maintain inventory of school supplies, types and codes requisitions as needed; verify orders and distribute to appropriate personnel.
7. Write, edit, prepare or coordinate the preparation of correspondence for administrators including reports, charts, graphs and other printed materials; researches content items for correctness of presentation and applicability.

8. Screen and route materials according to content of communications; routing duties require detail knowledge of organizational operations and status of work.
9. Serve as school backup payroll operator and liaison between school staff and central payroll associates with duties as outlined in the Administrative Payroll Manual.
10. Maintain strict confidentiality for all personnel matters.
11. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
12. Perform other duties and responsibilities as requested by the Principal.

The above statement 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 65

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:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- 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 work independently and generate reports.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- 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.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.