



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

SECTION OTHER DISTRICT OFFICIALS AND ADVISORS

AREA CLASSIFIED PERSONNEL

TITLE TREASURER OF SCHOOL MONIES

QUALIFICATIONS:

1. Knowledge and experience in New Jersey public school district accounting and fiscal reports.
2. Organizational capabilities to meet the daily routines and emergency circumstances of the District's financial matters.
3. Required criminal history check and proof of US citizenship or legal alien status.

REPORTING RESPONSIBILITY

The Treasurer of School Monies reports directly to the Board of Education, through the School Business Administrator/Board Secretary.

JOB GOAL

The Treasurer of School Monies, in accordance with New Jersey Statutes 18A: 13-14 and 18A:17-31 et seq., shall maintain accounting records and prepare monthly and annual fiscal reports regarding the cash transactions of the school district.

TERMS OF EMPLOYMENT

Part-time contract expiring annually on June 30th in accordance with N.J.S.A. 18A: 13-14 and 18A: 17-31 et seq.

EVALUATION

The Treasurer of School Monies shall be evaluated by the School Business Administrator/Board Secretary, in writing, at least once each year. The evaluation shall be based in part on the performance of the responsibilities identified in this position description and in the applicable statutes. See Policy 4420.

PERFORMANCE RESPONSIBILITIES:

1. Receives and holds in trust all school monies belonging to the District, except funds derived from athletic events or other activities of pupil organizations of the District.
2. Pays out the school monies by warrants signed by the Board President or Board Vice-President, the School Business Administrator/Board Secretary and by such Treasurer of School Monies.
3. Keeps a record of the sums received and paid out by him/her in a form kept in accordance with the Uniform System of Accounting prescribed by the State Board of Education.



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4. Reconciles on a monthly basis the Board of Education's general account, payroll account, and agency account.
5. Makes monthly financial reports to the Board of Education on forms in accordance with the Uniform System of Accounting prescribed by the State Board of Education.
6. Makes available all financial records to the Board appointed School Auditor for the annual audit and at any other time as requested by the School Auditor and School Business Administrator/Board Secretary.
7. Performs other duties and responsibilities incidental to the position or as assigned by an appropriate administrator.
8. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities - 4159
 - b. Physical Examination - 4160
 - c. Substance Abuse - 4218
 - d. Sexual Harassment - 4352
 - e. Electronic Communications Between Support Staff Members and Students - 4283
 - f. Duties of Treasurer of School Monies - 0172

Approved: 12/22/92

Revised: 2/14/17