

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Treasurer of School Monies

**II. PRIMARY FUNCTION**

Handle all of the Board's monies, accounting for all receipts and expenditures

**III. REPORTS TO**

Board of Education

**IV. QUALIFICATIONS**

- Successful experience in accounting, finance and banking
- Bonded for faithful performance of duties
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Receive and promptly deposit, in the officially designated depositories, all monies paid to the school district
- Pay out school monies only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the Board President, the Board Secretary/Business Administrator and the Treasurer
- Keep in the books provided for that purpose, a record of the sums received and paid out by him/her in accordance with the bookkeeping system prescribed by the State Board of Education. This record must be up-to-date, accurately maintained and reconciled with bank statements monthly
- Render a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account
- Render an annual report to the Board at the close of the school year showing the amounts received and disbursed during the school year and file a copy of such report with the County Superintendent
- Pay over the balance of school funds in his/her hands to his/her successor.
- Perform such other duties as may be assigned by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Appointed annually to serve at the discretion of the Board. Salary to be determined by the Board

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Job Description/Section IX MISCELLANEOUS TREASURER OF SCHOOL MONIES

APPROVED: November 22, 2010