

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION

Job Title: Classified – Treasurer – Corporation

Reports To: Superintendent

Approved By: Board of Education

Approval Date: June 9, 2020

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as Corporation Treasurer (bonded for receiving funds regarding corporation budget accounts.)
2. Invest funds according to statutes and what is in the best interest of the School District.
3. Manage all receipts and expenditures as prescribed by law and Indiana State Board of Accounts.
4. Operate a computer, copier, scanner, postage meter, binding machine, and other equipment made available through the School District.
5. Attend Board Meetings, prepare minutes.
6. Assist Superintendent in preparing the annual corporation budget.
7. Provide fiscal reports to the Board and Superintendent as requested.
8. Process the payment of all invoices in a timely manner.
9. Reconcile bank statements for each month.
10. Order supplies and materials as needed.
11. Maintain fixed assets and inventory records.
12. Maintain a record of the Use of Facilities request forms. This includes tracking insurance certificates and keeping a payment record.
13. Process Purchase Orders.
14. Act as Notary Public for the School District.
15. File all financial State and Federal reports on time.
16. Serve as a fiscal officer for State and Federal Grants and file all grant reports on time.
17. File all reports in an orderly fashion for examiners.
18. Inform corporation secretarial staff of financial updates that pertain to their positions.
19. Maintain financial files and records for construction projects.
20. Prepare legal notices as required by the State Board of Accounts and send them to newspapers for publishing.
21. Maintain a positive relationship with other staff, parents, and students.
22. Perform other duties as assigned by the Superintendent.