

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Treasurer – Extracurricular Accounts
Reports To: Middle/Senior High School Principal
Approved By: Board of Education Approval Date: June 9, 2020

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receive, prepare, and deposit all funds for extracurricular accounts daily.
2. Receipt all funds for textbook rental. This includes sending letters to the people who owe for textbooks, creating TRECS spreadsheets, uploading spreadsheets, and working with school attorney or collection agency to collect delinquent payments.
3. Keep accurate records as prescribed by the State Board of Accounts.
4. Prepare vouchers for payment of all extracurricular accounts; then draft checks for the same.
5. Keep records for lost books and unpaid items for textbook, library, extracurricular accounts.
6. Assist with office coverage as assigned.
7. Prepare annual financial reports as prescribed by the State Board of Accounts.
8. Prepare a monthly financial report for the principal and give each sponsor a fund account print out.
9. Prepare cash boxes for extracurricular activities.
10. Prepare bi-weekly payroll sheets for extracurricular bus drivers and for school employees who help in the Athletic Department. Thereafter, submit payment to the Superintendent's Office for each pay period.
11. Enter annual textbook rental fees set by the administration.
12. Maintain confidentiality regarding information.
13. Prepare free/reduced textbook/lunch information and complete the annual submission of the curricular materials state report.
14. Create all textbook requisitions, check and distribute all textbook shipments.
15. The Extracurricular Accounts Treasurer shall perform other duties, as assigned by his/her supervisor, or out of necessity to fulfill the requirements of the position.