

Inter-Lakes School District

Job Description



Title: School District Treasurer	Date: July 1, 2018
Classification: Appointed	Terms of Employment: Part-time
Reports To: School Board	Supervises: N/A

QUALIFICATIONS:

1. Must be a registered voter of the School District. (RSA 671:18)
2. May not be a member of the School Board. (RSA 195:5, II)
3. Experience or expertise in the area of fiscal management for medium to large size organizations or companies.

JOB OBJECTIVE:

The School District Treasurer performs the duties mandated by New Hampshire law. The duties require the Treasurer to handle and account for all School District money. The Treasurer must understand accounting principles required for school districts and have attention to detail, as well as excellent communication skills. Please note the following New Hampshire Revised Statutes Annotated that mandate the job objective and functions: 195:5 School Board; Powers and Duties; 197:22 Treasurer's Bond; 197:23-a Treasurer's Duties; 197:24 Acting Treasurer; 671:18 Qualifications

ESSENTIAL JOB FUNCTIONS*:

1. Maintains custody of all School District moneys.
2. Pays out money upon orders of the School Board or upon orders of the 2 or more members of the school board empowered by the school board as a whole to authorize payments.
3. Deposits moneys in authorized bands.
4. Shall keep suitable books to fairly and correctly account for all sums received into and paid from the district treasury, and of all notes given by the district.
5. Upon request, shall furnish to the School Board statements from the books and /or submit the books and vouchers to the School Board and/or the auditors for examination.
6. Prepares for and participates in yearly audits.
7. Verifies all bank statements and reconciles monthly accounts.
8. Maintains payroll/vendor manifests and cashbooks.
9. For excess funds which are not immediately needed for the purpose of expenditure, shall invest with the approval of the School Board those funds in approved accounts and in accordance with the School District's investment policy and statutory limitations.
10. Appoint with the approval of the School Board a deputy treasurer.
11. Performs any other duties as may be required by law.

SKILLS

1. Ability to read and comprehend instructions, short correspondence and memos.
2. Ability to write basic correspondence.
3. Ability to operate a computer including the use of email and banking software.
4. Ability to effectively present information in one-on-one and small group situations to business office staff and the School Board.
5. Ability to meet tight time constraints and deadlines.

BOND COVERAGE:

1. The Inter-Lakes School District carries a Treasurer's Schedule Bond with NH Public Risk Management Exchange (Primex) as required by the Department of Revenue Administration.

WORKING CONDITIONS:

1. Normal office environment.
2. Minimal travel required.
3. Ability to work from remote location.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**