

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

STUDENT ACTIVITY FUND MANAGER

QUALIFICATIONS

Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Business Administrator/Superintendent/Principal.

PERFORMANCE RESPONSIBILITIES

Essential duties and responsibilities include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.

1. Maintains accounting ledgers for Student Activity Fund.
2. Collects and records monies for various student activities.
3. Prepares and makes bank deposits.
4. Writes checks.
5. Prepares bank reconciliations and month-end reports.
6. Maintains checking account and saving account for the Student Activity Fund.
7. Runs reports as requested related to this position.
8. Performs other duties as requested by the Superintendent/Principal/Business Administrator or designee.

TERMS OF EMPLOYMENT

Ten month position. Salary and benefits set annually by the Board of Education.

EVALUATION

Performance of the job will be evaluated by Principal or Designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **October 28, 2010**
AMENDED: