

**Monroe-Gregg School District  
Role Description**



**Job Title: Corporation Treasurer/Director of Finance**  
**Location: Administration Office**  
**Job Group: Classified- Exempt (260 Days)**  
**Reports to: Superintendent**

The corporation treasurer/director of finance is a senior leadership position serving as a cabinet officer in the organization. This position shall be the official custodian of all funds of the school corporation and shall be responsible for the proper safeguarding and accounting of said funds while maintaining compliance with the State Board of Accounts. Knowledge of or a willingness to learn State Board of Accounts Accounting and Uniform Compliance guidelines is critical to the role. Oversight of the daily operations related to the business office including maintaining the budget, bookkeeping, accounts payable, and accounts receivable are included. Building ECA treasurers will report to the corporation treasurer.

**Essential Responsibilities:**

- In cooperation with the superintendent, develops and presents the annual budget, appropriate resolution, and spending plan to include guidelines set by the Department of Local Government Finance (DLGF).
- Exercises authorized investment methods for the most advantageous investment return and provides for the safe keeping of invested funds and securities.
- Manages the bond/debt service fund and arranges for depository contracts with eligible banking institutions.
- Keeps accounts of all district funds on forms prescribed and/or approved by the State Board of Accounts.
- Prepares and processes purchase orders, maintains file of such, records all invoices, and payments of such.
- Issues receipts for any funds coming into the treasurer's office and deposits such funds in accordance with the laws governing the deposits of public funds. This includes but is not limited to EFTs and cash deposits.
- Issues all warrants in payment of expenses lawfully incurred on behalf of the school corporation, but except as otherwise provided by law, shall issue the warrants only after proper approval by the board unless by exception of the board and/or superintendent.
- Under the provisions of the law, signs and authorizes all checks issued for the disbursement of school funds.
- Reconciles bank statements, balances funds and appropriations monthly.
- Renders a monthly claims voucher to the board for approval.
- Publishes the district's annual performance report as required by law.
- Prepares and submits all financial reports as required by law or requested by the State Board of Accounts.
  - Gateway Reports: Budgets, Debt Management, Form 100-R, Other Post- Employment Benefits, Board Meeting Minutes, Bargaining Reporting, AFR, and others as required.
  - Department of Education Reports: Form 9, School Report Card, All Federal Grants Compliance, DOE-CE Report, Final Expenditure Reports, and others as required.
- Serves as the official custodian of fiscal records of all federal programs for the district.
- Maintains financial records in accordance with the state of Indiana and State Board of Accounts.
- Works with grant administrators and the superintendent to pay out grants in accordance with the budget and manages grant reimbursements.
- Works collaboratively with the human resources coordinator and payroll coordinator to reconcile benefit deductions and makes payments timely.
- Supervises the deputy treasurer and ECA treasurers to assure compliance with state and federal regulations.
- Provides appropriate training to the deputy treasurer to assure continuity of business operations.
- Prepares and advertises all legal notices concerning financial business as required.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the superintendent.

**Essential Qualifications:**

- Bachelor’s degree in accounting, business management, human resources, or equivalent experience.
- Previous experience in school business and knowledge of Komputrol strongly preferred.
- Certification or training in corporation treasurer duties preferred.
- Ability to communicate effectively both orally and in writing using tact and resourcefulness when dealing with employee relations.
- Must have strong ethics and integrity and be in good standing legally in order to be bonded.
- High degree of proficiency in office procedures, accounting, and record keeping.
- Must pass a criminal background check and drug screen per district policy.

**Physical Demands:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required only occasionally.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 25 pounds.

**Environmental Conditions:**

Works in a school building around others under a fast-paced sometimes stressful environment requiring adherence to multiple deadlines. Work may extend beyond the normal workday. The noise level is usually low. Occasional interaction among unruly students/adults is possible.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

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Employee Signature Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX and non-discrimination in general.*