

**Monroe-Gregg School District
Role Description**



Job Title: Middle School ECA Treasurer
Location: Monrovia Middle School
Job Group: Classified- Non- Exempt (209 Days)
Reports to: Corporation Treasurer; Responsible to Principal

The ECA treasurer is responsible for performing bookkeeping and accounting duties for Monrovia Middle School. The treasurer shall keep an accurate account of all money received by the collecting authority and expended showing: the sources of all receipts, the purpose for which the money was expended, and the balance on hand. Though the work is performed under the general supervision of the school principal, the position reports directly to the corporation treasurer. Weekly service hours are forty (40) hours per week.

Essential Responsibilities:

- Confers with the building principal and corporation treasurer on financial matters.
- Follows all State Board of Accounts (SBOA) processes and procedures related to school fund accounts.
- Utilizes fund accounting software (Komputrol) to enter accounting transactions related to the receipt of monies and expenditures.
- Receives, balances, and deposits all monies from teachers and school personnel for clubs, classes, athletics, field trips and other school activities into proper accounts timely.
- Verifies invoices for payment and maintains accounts payable records as required.
- Reconciles monthly bank statements.
- Completes monthly Gateway reporting.
- Maintains a positive balance in all funds.
- Processes purchase orders, requisition requests, prints checks, posts payments, and submits claims to the corporation treasurer.
- Prepares required reports and delivers to the corporation treasurer regarding revenue and expenditures.
- Responds to inquiries from the administration and staff regarding the status of accounts, discrepancies, and other matters related to financial policies and procedures.
- Contacts other departments and/or outside organizations to resolve financial matters.
- Assists teachers and school personnel with school supply orders and inventory needs.
- Performs duties as a receptionist and maintains a pleasant attitude while responding to inquiries.
- Assists the building secretary with administrative tasks as needed.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- 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.
- Communicates regularly with the principal and/or corporation treasurer regarding issues and concerns.
- Other duties as assigned by the principal and/or corporation treasurer.

Essential Qualifications:

- High school diploma or equivalent.
- Previous school treasurer/financial experience preferred.
- 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 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 50 pounds.

Environmental Conditions:

Works in a school building around others. The noise level is usually low but can escalate at times. The job is performed under conditions with exposure to risk or injury and/or illness including communicable diseases in a clean atmosphere. 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.

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.