

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

TREASURER OF SCHOOL MONIES

QUALIFICATIONS:

1. Employment as municipal custodian of monies or tax collector, as prescribed by law.
2. Bonded for faithful performance of duties.
3. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO:

Board of Education

JOB GOAL:

To handle all of the district's monies, accounting for all receipts and expenditures.

PERFORMANCE RESPONSIBILITIES:

1. Serves as the custodian of school monies, to receive, promptly deposit and hold in trust within the officially designated depositories all monies paid to the school district.
2. Pays out school monies only on warrants made payable to the person entitled to receive payment. Ensures that the object for which the warrant is issued is specified and that the warrant is signed by the board president, the board secretary/business administrator and the treasurer.
3. Receives school employee payrolls and issues a warrant for the full amount of each payroll certified by the board president and the board secretary/business administrator; deposits the warrants in a separate payroll account; and issues individual checks drawn on such accounts to each employee.
4. Keeps in the books provided for that purpose a record of the sums received and paid out by him/her in accordance with the bookkeeping system prescribed by the state board of education. This record must be up to date, accurately maintained and reconciled with bank statements monthly.
5. Renders a monthly report to the board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account.
6. Renders an annual report to the board at the close of the school year showing the amounts received and disbursed during the school year, and files a copy of the report with the executive county superintendent.
7. Pays over the balance of school funds in his/her hands to his/her successor.
8. Performs such other duties in fulfillment of his/her general responsibilities as may be required by law or prescribed by the board of education in accordance with law.

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TERMS OF EMPLOYMENT:

Appointed in accordance with law. Salary to be determined annually by the board. [Note: The Governor signed legislation on July 6, 2010, S-1287 (Van Drew), which makes the position of treasurer of school monies optional for a school district or charter school. If the district or charter school determines not to have a treasurer, the duties are carried out by the board secretary.]

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

Date Adopted by Board: _____
Date

Agreed to by Incumbent: _____
Signature

Print

Date