CLASS TITLE: **HIGH SCHOOL TREASURER**

DEFINITION: Under general supervision, performs in financial recordkeeping for student activities and related funds, and performs related work as required.

ESSENTIAL FUNCTIONS [E] (to include, but not limited to):

- Collects funds and maintains financial records for student body accounts, [clearing account, revolving cash account] ticket and yearbook sales, [fines]. **[E]**
- Process disbursements upon receipt of [proper approvals and] authorization.
- Makes bank deposits and balances bank statements
- Prepares monthly reports **[E]**
- Assists in monitoring appropriate use of accounts
- Operates standard office machines
- Handle digital wallet payments.
- Receives and reconciles payments through Credit Card Processing.
- Process purchase orders in ASBWorks.
- Assist in preparing for audits
- Manage Design and Update of Webstore(s). **[E]**
- Serve as Bookkeeper to ASB and oversee Budgets and Actuals. **[E]**
- Oversee and maintain internal controls to ensure applicable policies, rules, regulations, and guidelines are followed as they relate to ASB, in accordance with MDUSD, FCMAT, CASBO, and any additional pertinent organizations. **[E]**
- B+ and Amazon access (ASB Business ONLY) for HS Treasurers at site's discretion.

DESIRABLE QUALIFCATIONS:

Training and Experience: A combination of training and experience equivalent to completion of high school level bookkeeping courses and three years of clerical experience with emphasis on the maintenance of accounting records.

Knowledge of:

- General accounting and bookkeeping procedures
- Standard office practices and procedures
- District policies and school policies and procedures
- Math Computations

Skill in:

- Financial record keeping
- Preparing reports according to established guidelines
- The use of a variety of office machines

- Performing mathematical computations rapidly and accurately
- Establishing and maintaining effective working relationships
- Good judgment in making decisions in accordance with established policies and procedures

Ability to:

- Work independently
- Must be able to function autonomously
- Compile information and prepare reports
- Follow written and oral instructions

Working Conditions:

Office Environment, driving a vehicle to conduct work. With or without accommodations, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

Licenses:

- A valid California driver's license