Job Description
MOORE PUBLIC SCHOOLS

Job Title: **School District Treasurer**

Qualifications:

Credentials: Bondable

Education: High School diploma and business college graduate or equivalent education in accounting/auditing and cost control.

Training/Experience Required: At least 5 years of banking or business investment experience. Some experience in public setting or school is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; provides complex instructions; makes public speeches or presentations or provides complex letters or reports.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as proposals, regulations, contracts, balance sheets/ledgers, investment/banking information, etc.

Business Machines (like computers, copiers, etc.): Operates complicated business machines requiring formal, specialized training, such as a personal computer software with sophisticated retrieval, storage, and merging capabilities.

Job Goal (Purpose of Position): Under minimal supervision, performs administrative level treasury duties to invest district funds in a way to maximize return on investment. An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Other Performance Measures/Expectations: Successful performance of the job requires customer service, managing financial resources, managing information, planning and organizing, leadership, and teamwork.

Essential Job Functions (Performance Responsibilities):

1. Acts as custodian of all district monies and maintains ledgers for each fund.

2. Receives and disburses district monies.

3. Deposits district monies in Board designated banks.

4. Maintains ledgers of monies received and disbursed.

5. Prepares for Board Agenda: reports on the district's monthly and YTD fiscal status.

6. Prepares and submits annual report at the end of each fiscal year.

7. Maintains files of paid warrants, pledged collateral, bank statements, receipts, allocation notices of State and Federal aid, grants, etc., and Special Education claims and receipts.

8. Invests and/or liquidates Certificates of Deposit or U.S. Treasures as needed.

9. Performs other duties as assigned by the Board of Education.

Site: Administrative Service Center

Supervision Exercised: Deputy Treasurers

Reports To: Board of Education

Physical/Mental Requirements and Working Conditions:
This is an office/administrative job with those physical/mental requirements included in the essential functions.

Terms of Employment:	Twelve-month year
Salary:	$15,000.00
Evaluation:	Performance of this job will be evaluated annually by the Superintendent

Approved 03/08/1993
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