Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Deputy Treasurer**

Qualifications:

Credentials: Bondable

Education: High School diploma and business college graduate or equivalent education in accounting/auditing, cost control, computers, bookkeeping and basic office skills.

Training/Experience Required: At least 3 years banking or business investment experience. Some experience in public setting or school is preferred. Minimum 1 year computer experience using word processing, databases, and spreadsheets.

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.

Mathematical Skills: Performs routine computations requiring 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, State Statutes, Board Policies, balance sheets/ledgers, investment/banking information, instruction material, etc.

Business Machines (like computers, copiers, etc.): Operates a computer, copy machine, fax machine.

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, people skills and teamwork. Creativity, initiative, and effective problem solving are also important to the success of this position.

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 and maintains ledgers of such receipts and disbursements.

3. Deposits district monies in Board designated banks, monitors the investment market and places district funds so as to receive the highest rate of interest available.

4. Prepares for Board Agenda; reports on the district's monthly and YTD financial status. Prepares and submits annual report at the end of each fiscal year.

5. 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.

6. Gains knowledge of, and acts in full compliance with, all state laws relating to the investment of district funds.

7. Utilizes proper internal controls in all situations to the handling of funds.

8. Performs other duties as assigned by the Deputy Superintendent or Treasurer.

Site: Administrative Service Center

Reports To: Treasurer

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

Terms of Employment: 251 days per year

Salary: Salary to be set at $10,000.00

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved 03/08/1993
Revised 12/12/2005
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