



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Treasurer of School Monies

Qualifications:

1. Two years of successful experience as a School Treasurer or a minimum of six years of experience in Bookkeeping/Accounting
2. May not be a member or employee of the Board of Education
3. Competency in handling and reporting financial matters, must be bondable
4. Proficiency with current district financial systems and programs
5. Other requirements that the Board may find appropriate, acceptable, and legal

Reports to:

1. Board of Education

Job Goal: To act as the official custodian of school district funds, responsible for the holding and dispersing of district funds in compliance with state and local laws and policy.

Performance Responsibilities:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
7. 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.

Terms of Employment:

Non-aligned, 12-month position as specified in the terms and conditions of employment set forth by the Wall Township Board of Education.

Evaluation:

Performance of this position will be evaluated annually in accordance with the provisions of state law and the Board's policy on evaluation of certificated personnel.

Approved: October 13, 2026