CLASSIFIED JOB DESCRIPTION OF HIGH SCHOOL TREASURER GRADE 4

QUALIFICATIONS:

1. A high school diploma or training and experience that are considered equivalent. Post high school training desirable.
2. Good typing and computer skills required.
3. Good communication skills necessary.
4. Knowledge of standard bookkeeping practices.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO:

Building principal

JOB GOAL:

To ensure an accurate accounting of all financial matters associated with both activity and general fund expenditures.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a record of all student activity accounts.
2. Receives, counts, and deposits money in a timely fashion as required by law.
3. Enters requisitions into computerized accounting system.
4. Checks bills for all organizations excluding the Athletic Department.
5. Maintains a monthly statement of fund balances for all faculty sponsors of each activity program.
6. Assists advisors of school activity funds in keeping accurate records for each group.
7. Maintains a record of the yearly budget for the high school activity accounts.
8. Maintains a record of the yearly budget allocations for all the high school departments.
9. Maintains files and convenience copies of all purchase orders, requisitions, delivery receipts, and other related records until such time as they can be disposed.
10. Performs secretarial duties for the principal.
11. Reconciles/balances building petty cash checking account.

12. Maintains building inventory.

13. Collects all fines and returned checks.

14. Other duties as assigned by the Superintendent or his/her designee.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT:

213 Days (185 days same as teacher's schedule; 10 days before teachers & 10 days after; 8 paid holidays); 8 hours per day excluding lunch. Salary as provided by the Negotiated Agreement. Work year to be established by the Board.

The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.