DURHAM PUBLIC SCHOOLS
JOB DESCRIPTION—SCHOOL TREASURER

GENERAL STATEMENT OF JOB

Hired by principal, with the advice and consent of the internal auditors and the Superintendent of Durham Public Schools. Works principally for the school principal, but will have responsibilities to the auditors, Executive Director of Finance of the Durham Public Schools and others.

The treasurer must be a team player and role model for other employees in the organization, and must:

*demonstrate a commitment to continuous quality improvement,
*support and exhibit organization core values of caring, respect, integrity, responsibility, high expectations, be customer driven, and value diversity

The treasurer must be decisive, articulate, experienced in accounting and computers, honest and ethical, and possess strong written and verbal communication skills.

The treasurer is the chief enforcer of the rules and procedures established by the Board of Education, as discussed in the Procedures Manual. He/she may also be called upon to perform tasks or projects that may not be in the Manual that are needed by school personnel.

REQUIREMENTS FOR JOB

*Experience using financial accounting computer systems
*Knowledge and experience using Excel and Word
*Able to communicate issues and questions with people at all levels
* Dress appropriately as befits a professional position.
*Vocational or technical degree in accounting and/or business practices, with a minimum of 3 years practical business or accounting experience, is preferred. However, high school education with diploma, along with previous work experience, would be considered.
*Legible handwriting and good organizational skills.
*Needs to be able to work independently and possess good time-management skills.
*Possess a valid North Carolina driver's license.

ESSENTIAL JOB FUNCTIONS

*Maintain a large, multi-fund computerized accounting system; receive checks and cash from teachers and other school personnel; deposit such to bank; verify invoices for payment; record accounting transactions into computer and maintaining their integrity. Generate checks from the computer; sign checks, along with the principal; manage cash, including monthly reconciliation; generate monthly reports including cash receipts and disbursements, general ledger, and cash reports. Insure that the proper G/L codes are always used. Maintain accounts receivable and accounts payable files.
*Onsite administrator of the DPS payroll system—reports employee absences, leave forms, etc. Respond to payroll inquiries from school personnel or central administration.
*Assist in the preparation of the school budget. Monitor records for state and local budget allotments; prepare requisitions for POs, assign proper budget codes and send to purchasing department; reconcile monthly financial reports from the finance department

*Responsible for the proper maintenance of office equipment; monitor inventory levels of supplies, and orders when necessary.
*Maintain records for athletic and/or special events, including inventories of unsold event tickets.
*Supervise financial aspects of fundraising.
*Maintain and supervise field trip requests, including calculation of the costs to students.
*Process and maintain federal "free and reduced" lunch applications.
*Prepare Form 1099 information, escheat checks, and sales tax reports.
*Perform clerical functions for the administrative staff, type correspondence, compose own letters, draft information for newsletters, bulletins and other publications at the discretion of the principal

SUMMARY

The treasurer must be a self-starter, willing and qualified to be involved in all of the financial aspects of the school.

SCHOOL TREASURER

(Responsibilities include but are not limited to the list below.)

1. Record all financial transaction for the use of school funds.
2. Account for all monies received by the school from whatever source.
3. Account for the deposits of all funds received by the school.
4. Write all checks for disbursements from school funds.
5. Maintain documentation for verification of all disbursements made.
6. Prepare monthly reports of school funds as required and submit to School Auditor.
7. Assist the Principal in providing the needs of the staff and students with school funds.
8. Maintain school accounting financial records for audit purposes.
9. Prepare requisitions for purchasing items from school budgets.
10. Maintain Purchase Order records.
11. Pay all school accounts payable request in a timely manner.
12. Request reimbursement from DPS Accounts Payable for the budget expenditures paid from schools funds.
13. Analyze monthly budget reports and monitor expenditures.
14. Provide Teachers and Staff with necessary form for completing financial transactions.
15. Plan, monitor and replenish supplies needed to maintain the school operations.
16. Maintain attendance records and prepare payroll.
17. Know policies, procedures and statutes that govern school accounting.
18. Know policies and procedures that govern state, local federal budget accounting.
19. Communicate DPS Financial Procedures and School Accounting Procedures to Teachers and Staff.
20. Analyze Field Trip cost to assist Teachers with the appropriate charge for students to cover the cost of the trip.
21. Assist in verifying receiving and completing problem transactions with Central Services, Warehouse, Purchasing and Accounts Payable.
22. Assisting Principal with preparing necessary transfers from school budget and school funds to carry out the school's educational program.

TREASURER'S PROFICIENCY CHECKLIST:

Do You?

1. Do you require a "Request for Check" form to be presented before issuing a check?
2. Do you refuse to cash checks from collections on hand?
3. Do you always accept receipt books from Teachers even if it is past your deadlines for reporting?
4. Do you verify large amounts with vendors before payment is made?
5. Do you record a "void" check in the computerized accounting system?
6. Do you have a restrictive endorsement stamp to use for checks to be deposited?
7. Do you attach the validated bank deposit ticket to an Analysis of Deposit?
8. Do you verify multiple receipts for the correct total and attach tape as documentation?
9. Do you check your List of Checks report to insure that the vendor names are correct?
10. Do you check your List of Checks report to insure that all checks are listed in sequence?
11. Do you check your List of Checks report to insure that all amounts are correct? Do you check your List of Checks report to insure that all dates of checks are correct?
12. Do you balance the totals from the List of Receipts report with the deposits showing on the Bank Statement?
13. Do you balance the total checks cancelled with the amount showing on the bank statement?
14. Do you provide a coy of the Monthly Financial Statements to the Principal?
15. Do you check your General Ledger or Revenue and Disbursements for negative balances?
16. Do you provide a list of all Accounts Payable with your monthly financial reports?
17. Do you verify the receipts attached by the Teacher to the deposit ticket with the money turned in?
18. Do you verify the amount on the Analysis of Deposit?
19. Do you send copies of transfers with the monthly financial report?
20. Do you account for each cancelled check on the bank statement being returned to you?
21. Do you file monthly financial report on or before the 15th of each month?
22. Do you file a sales tax report with the NC Department of Revenue?
23. Do you file the sales tax report timely?
24. Do you email the sales tax spreadsheet to your auditor?
25. Do you use the sales tax line when entering transaction into the system?
26. IF yes, do you attach a copy of the report to document the sales tax payment?
27. Do you staple the office receipt into the teacher's receipt book on the last receipt reported?
28. Do you provide explanation for unusual transactions on the comment line of the request for check?

29. Do you keep collections on hand locked in a drawer or vault?
30. Do you pay bills on a timely manner?
31. Do you make a deposit all funds on hand on the last day of the month?
32. Do you give "blank checks" when the amount is unknown by the person requesting the check?
33. Do you inform your Principal when there is not enough money in an account for which a check has been requested?
34. Do you inform the Principal when a particular field trip has not produced enough money to cover expenses?
35. Do you pay Durham Public Schools employee for services rendered from school funds?
36. Do you pay for personal membership fees for the Principal or staff from school funds?
37. Do you issue a check before you have proper documentation?
38. Do you get the signature of each person that receives a check from you?
39. Do you indicate on the Request of Check form the checks you mailed?
40. Do you refuse to make payments from statements?
41. Do you require originals from documentations?
42. Do you have a schedule for check writing?
43. Do you monitor your financial transactions for accuracy, on a regular basis?
44. Do you provide an explanation on the memo line to describe the nature of the transaction?
45. Do you make deposits on a timely basis?
46. Do you consult your School Auditor when you are in doubt about a financial transaction?
47. Do you notify the Principal when a financial procedure has not been followed by Teachers and Staff which you know will result in an audit for the school?
48. Do you carefully review invoices for sales tax implications?
49. Do you require that the Principal's signature is on each "Request for check" form?
50. Do you invest idle money from your school funds?
51. Do you monitor the budgeted money from DPS?
52. Do you monitor the open Purchase Order report?