

Treasurer
New Hanover County Schools

Job Description

Class: **Classified**
Division: **School**

TITLE: **Support Associate V**

QUALIFICATIONS:

1. High School Diploma or equivalent. Associate's Degree in Business preferred or equivalent combination of education and experience.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties including accounting.
3. Experience with financial and payroll processes and procedures.

REPORTS TO: Principal

JOB GOAL: Serves as the schools financial secretary and payroll operator. Assists with budgeting, accounting and payroll/personnel record keeping for school staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school and financial issues.
2. Prepare and maintain all school records using computerized accounting program; enter transactions into the system and generate monthly reports.
3. Provide support for accurate system wide record maintenance; send monthly school financial reports to the Finance Department.
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5. Serve as school payroll operator and liaison between school staff and central payroll associates with duties as outlined in the Administrative Payroll Manual. (Excluding traditional high school treasurers.)
6. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; researches content items for correctness of presentation and

applicability.

7. Screen and route materials according to content of communications; routing duties require detailed knowledge of organizational operations and status of work.
8. Maintain strict confidentiality for all personnel matters.
9. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
10. Perform other duties and responsibilities as requested by the Principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Considerable knowledge of accounting practices.
- Ability to communicate clearly and concisely, both verbally and written; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.