

# NEW PRAIRIE UNITED SCHOOL CORPORATION

## POSITION DESCRIPTION

### JOB TITLE: HS Building Treasurer

**Exempt (Y/N):** No

**Work Days:** 206/or as assigned

**Salary Benefits:** Established by Board Policy

**Department:** Clerical

**Location:** High School

**Supervisor:** High School Principal

**Employment Terms:** At-Will

**Date Revised:** August 23, 2021

#### Summary:

Serves as confidential building treasurer to principal by performing various duties to ensure the smooth and efficient operation of the school building by relieving the principal of bookkeeping responsibilities.

#### Essential Duties and Responsibilities:

- Treasurer responsibilities to include accounts receivable, bank deposits, account management, end of year financial statement, cash boxes for athletic/academic events, purchase orders and Program Card management.
- Treasurer is responsible for all purchasing, purchase orders, accounts payable, vouchers and vendor checks. Also responsible for collecting all W-9 from vendors to be used for preparation of 1099's at the end of the year.
- Compiles, organizes, and distributes data from a variety of sources such as student information, time sheets, expenditures, logs, Power School, etc. for the purpose of completing reports and or complying with financial, legal, or administrative requirements.
- Responds to inquiries from staff, parents, students, public agencies, etc. for the purpose of providing information, facilitating communication among staff, schools, departments and/or providing direction as may be required.
- Create and process reports using various software including Excel, Word, Google Docs and PowerSchool.
- Supports administrative personnel for the purpose of providing assistance with administrative functions and performs other duties as deemed necessary by building principal and/or CFO.
- Performs other duties as assigned.

#### Employee Requirements:

- Maintains own regular and prompt attendance
- Maintains appropriate appearance
- Promotes good public relations for the School Corporation and community
- Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation
- Completes job assignments in a timely and effective manner.

**Supervisory Responsibilities:**

None

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED); one to three years related experience and/or training is preferred.

**Language Skills:**

Ability to read and comprehend information such as state and local instructions, reports, correspondence, or government regulations. Ability to write routine reports and correspondence. Ability to effectively present information in one-to-one and small group situations to students, staff, parents, and community members.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers common fractions, and decimals. Ability to apply concepts such as fractions, percentages, and ratios to practical situations.

**Reasoning Ability:**

Ability to deal with problems involving a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

**Other Skills and Abilities:**

Ability to operate a personal computer and related software including word processing and spreadsheets. Ability to pass a skills test. Ability to communicate clearly and concisely both orally and in writing. Ability to be accurate and have good proofreading skills. Ability to develop effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all district requirements and school board policies.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit; repeat the same hand, arm, or finger motion to operate computers and or office machinery. The employee is frequently required to stand or walk. The employee frequently lifts up to 5 pounds and occasionally up to 25 pounds such as boxes of papers and files. Specific vision abilities required by this job include close vision.

**Work Environment:**

The work environment characteristics described here are representatives of those and employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet. The employee frequently will be required to meet multiple demands from several people. The employee has continuous interaction with students, staff, and the school community.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

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Employee

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Date