

Eufaula School District Position Description

POSITION TITLE: Treasurer/Activity Fund Custodian

Reports to: Superintendent

General Description: Serves as chief fiscal officer for school district consistent with Federal, State and local policies and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Provides staff development and direction to student activity sponsors in reference to proper business procedures needed to manage extracurricular activity funds – safeguarding the collection and deposit of cash, record keeping, and disbursement.

Responsible for custody of all funds. He/She shall have no part in the approval of payments but shall disburse funds only on the presentation of properly signed request for payment form which has an attached original invoice.

Responsible for making daily deposits of all funds placed in his/her custody by the end of the business day. Monies received too late for the daily deposit shall be placed in a safe for safe keeping overnight.

Maintain an account listing the receipts and expenditures of each individual activity and post a register of all the receipts and disbursements of the combined pupil organization on the proper ledger forms.

Works cooperatively with the Superintendent in preparation of the estimate of needs and corresponding budget reports.

Manages the district investment plan.

Maintains records and files of all warrants, bank statements and deposits.

Provides monthly report of accounts and funds to Superintendent and Board of Education.

Participates in staff development required for position.

Cooperates with independent auditor for annual audit by providing necessary records. Follows guidelines and procedures suggested by auditor, and approved by Superintendent and Board of Education.

Provides end-of-year cost accounting reports to state department of education.

Administers and manages the school district insurance program, all student transfers and school bus driver records.

Other Functions

Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the Treasurer/Activity Fund Custodian.

Job Skills:

Knowledge of Federal, State and local policies governing financial management practices.
Ability to effectively communicate both orally and in writing.
Ability to establish and maintain positive working relationships.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

OTHER SKILLS AND ABILITIES:

Ability to develop effective working relationships with school staff and community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

This information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by individuals currently holding this position and additional duties may be assigned.