



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	District Treasurer
Reports To	Director of Administration and Finance
Level/Grade	
Type of position:	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

Qualifications

Expertise in accounting obtained via a degree program or a combination of education and work experience in accounting.

Essential Duties and Responsibilities (*other duties may be assigned*)

- Control cash, including monitoring of general fund cash balance daily to ensure that sufficient funds are available in general fund checking account. Transfers funds to/from investments on an as-needed basis to maximize interest on investments.
- Verify investment management report balances monthly to system financial reports.
- Maintain detailed ledger, recording all monthly receipts and disbursements for all funds. (3 hours per month)
- Reconcile all receipts, disbursements and month-ending balances to financial system general ledger records and bank statement balance. (5 hours per month)
- Sign all checks issued by the Chariho Regional School District.
- Perform verification of all accounts payable invoices to ensure invoice amounts correspond to all checks. (6 hours per month)
- Prepare all checks relating to tax sheltered annuities, wage attachments, etc., as required on bi-weekly payroll registers. (6 hours per month)
- Transmit, on a bi-weekly basis, all federal and state tax deposits to appropriate agencies within specified timelines and verify transmittals to monthly bank statement. (2 hours per month)
- Prepare quarterly 941 tax returns and transmit to appropriate agencies within specified timelines. (4 hours per quarter)
- Verify, reconcile and distribute all employee W-2s and calendar year end reports to appropriate agencies within specified timelines. (8 hours per year)
- Verify, reconcile and distribute 1099s to all district vendors and calendar year end reports to appropriate agencies specified timelines. (4 hours per year)
- Ensure monthly, member town contributions are transmitted to the District in accordance with the Chariho Act timelines.
- Calculate and bill each member town for its annual proportionate share of school district budgets.
- Publish annual report as specified in Chariho Act.
- Perform all other duties as specified in the Chariho Act.

The District Treasurer must be available and present at the central office as follows:

- Thursday immediately following school committee approval of bills for accounts payable invoice review and check endorsement.
- Friday/Monday prior to payroll checks being issued to perform payroll check endorsements and completion of payroll related functions.
- Once weekly to sign district checks and complete bank deposit slips as needed.
- One day during third week of each month for monthly reconciliation to financial system.

Supervises

N/A

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee 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 individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Specialized Training and/or Associates Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 10/25/2002

Revised Date: 8/1/2014

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 individuals currently holding this position and additional duties may be assigned.