

Wachusett Regional School District

MISCELLANEOUS

JOB DESCRIPTION

TITLE:

District Treasurer

QUALIFICATIONS:

Degree in accounting or other comparable experience. Experience in all aspects of school finance. Computer skills in spreadsheet and database.

REPORTS TO:

The Wachusett Regional School Committee

JOB GOAL:

To provide supervision of all receipts and investments, such that:

- a. all receipts are appropriately invested;
- b. all loans get optimum return of funds;
- c. all payments are timely and accurate; and,
- d. all reports to the School Committee are timely and accurate.

JOB RESPONSIBILITIES:

1. Ex officio member of the Business/Finance Subcommittee. The Treasurer has a voice but no vote;
2. Gives bond for the faithful performance of specified duties in such amount(s) as prescribed by state law. The premium on such bond(s) to be paid for by the School Committee;
3. Responsible for all monies received and disbursed by the district including site based funds in conformance with school policy and state and federal laws;
4. Authorizes disbursements of all monies;
5. Manages investments of excess available funds for optimum return for the District;

6. Reconciliation of cashbook to the general ledger;
7. Provides cash flow projections for borrowing needs;
8. Reviews and recommends approval of all warrants;
9. Prepares presentation of warrant-related matters for all School Committee meetings;
10. Provides financial consultation to the District and the Superintendent as necessary;
11. Prepares and distributes the assessment letters;
12. Reviews and approves all external financial reports, including, but not limited to, quarterly cash and payroll returns in conformance with school policy and state and federal laws;
13. Participates in annual audit exit conference with Business/Finance Subcommittee; presents and reviews the audit with the School Committee; comments on findings in Management Letter; and presents a corrective action plan where applicable; and
14. Performs all other duties required by the School Committee.

TERMS OF EMPLOYMENT:

Annually by vote of the School Committee.

SALARY:

By vote of the School Committee.

EVALUATION:

Annually by the School Committee.

Updated: 2/23/99

Reviewed and agreed to by:

Treasurer's Signature	Date
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Chairperson, School Committee	Date
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Voted: