

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

DISTRICT TREASURER

Title: District Treasurer

Department: Business Services

Reports To: School Committee

General Statement of Duties:

The District Treasurer is responsible to effectively administer all District funds in accordance with School Committee policy and State and Federal regulations. The Treasurer works closely with the Director of Business Services the payroll and accounts payable staff and with the Building Principals in relation to student activity funds.

Essential Functions:

1. Functions as the District cash manager and assumes responsibility for the safety and investment of District funds.
2. Maintains and reconciles the Treasurer's cash book and bank statements, and reconciles both to the general ledger balances on a monthly basis.
3. Assumes responsibility for all receipt and disbursement of District funds and suggest policies to execute such transactions.
4. Administers the District's investment program, including investing funds to provide maximum interest income.
5. Makes determinations on investment allocations with respect to maximum security of funds. Acts as negotiating officer for all District borrowing and depository relationships.
6. Submits and files state and federal quarterly and annual payroll taxes and reports.
7. Certifies assessments to member towns in accordance with state statute.
8. Reviews and recommend approval of all warrants. Oversees banks account transfers as needed.
9. Attends School Committee meetings, as requested.
10. Prepares and updates Cash Flow on a quarterly basis and recommends to School Committee the need for Revenue Anticipation Notes (RANs), if required.
11. Maintains a positive working relationship with District banks and financial institutions.
12. Keeps current with banking practices, interest rates, and economic conditions.
13. Keeps current with laws and regulations applicable to the District's financial functions in accordance with Massachusetts General Laws.

14. Gives bond for the faithful performance of specified duties in such amount as prescribed by State law, paid by the School Committee.

15. Performs other such tasks as may be assigned by the Superintendent of School acting as agent for the School Committee.

Qualifications:

A. Education and Experience:

- Bachelor's degree in Accounting
- Experience with municipal or fund accounting in a school/municipal setting and has demonstrated the ability to work with automated fully integrated accounting systems and spread sheets.

B. Knowledge, Ability and Skill:

- Working knowledge of public school or municipal finance practices and procedures
- Ability to maintain sensitive and confidential information
- Ability to communicate clearly and concisely with others, both verbally and in writing
- Ability to occasionally attend night meetings

C. Physical Qualifications:

- Minimal physical effort demanded when performing functions under typical office conditions

SALARY Range: \$12,000-\$15,000

This is a part-time and non-benefits eligible position. The chosen candidate will work approximately 30-35 hours per month.

1. Weekly Responsibilities:

- a. Approves the signing of checks.
- b. Tracks/accounts for all check sequences.
- c. Oversees banks account transfers as needed.

2. Monthly Responsibilities:

- a. Reviews the reconciliation of bank accounts with the results of the general ledger cash balance to the corresponding bank reconciliation with the Director of Business Services.
- b. Reviews select checks/disbursements on district warrants/disbursements/journals against cancelled checks/images on bank statements for agreement of payee and amount.

Approved by School Committee: January 9, 2013