# DAWSON SPRINGS INDEPENDENT DISTRICT JOB DESCRIPTION

**CLASS TITLE: BOARD TREASURER** **Certified Class Code: 5230**

**BASIC FUNCTION:**

 Plan, organize, control and direct the Board's accounting and reporting system in conformance with Generally Accepted Accounting Principles and Board of Education policies.

**REPRESENTATIVE DUTIES:**

* Plan, organize and control the Board of Education accounting and reporting systems; establish, develop and implement accounting policies in compliance with generally accepted accounting principles.
* Receive monies to which the Board is entitled by statue; deposit funds in designated depository; withdraw funds upon Board approval.
* Coordinate and direct the receipting of funds collected by the Board; invest idle funds; review and coordinate funds for cash flow analysis and cash management.
* Maintain full and complete account of funds and make reports as required by the Board of Education or the State Board of Education.
* Issue personal checks on the depository for payment of legal claims which have been authorized for payment by the Board of Education.
* Analyze, review and prepare a variety of financial statements and reports related to assigned functions.
* Supervise assigned accounting staff.
* Communicate with other governmental agencies, taxing authorities, administrators and District personnel.
* Compute certified salaries, prepare checks and monthly payroll reports; balance quarterly and year-end fiscal and W-2 reports.
* Maintain adult education, building tax, county payroll tax, City tax, blue cross and social security accounts.
* Coordinate the internal auditing and assist external auditors to assure adequate control and compliance with established policies and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Generally accepted accounting principles.
* Accounting and reporting policies.
* Principles and practices of general and fund accounting.
* Budget preparation and control.
* Preparation of procedures, policies, reports and other written material

**Treasurer - Continued Page 1**

 **KNOWLEDGE OF - continued:**

* Modern office practices, procedures and equipment.
* Oral and written communication skills.
* Interpersonal relation skills using tact, patience and courtesy.
* Board organization, operations, policies and objectives.
* Technical aspects of field of specialty.
* Cost and revenue analysis.
* Data processing equipment, systems and applications to accounting.
* State and federal tax regulations.
* Methods, techniques and practices of maintaining complex interrelated financial records.

 **ABILITY TO:**

## Organize, coordinate and oversee a variety of complex budget and accounting functions including operation and capital budgets, accounting and reporting systems, internal auditing, general ledger, cost accounting, payroll and benefits, accounts payable, accounts receivable and fixed asset systems.

* Perform professional accounting and supervisory duties.
* Prepare financial analysis, projections and forecasts.
* Communicate effectively both orally and in writing.
* Read, interpret and follow rules, regulations, policies and procedures.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Work independently with little direction.
* Establish audit standards and internal controls.
* Plan and organize work.
* Prepare budgets and maintain financial records.

**EDUCATION AND EXPERIENCE:**

 Any combination equivalent to: bachelor's degree in business, finance, accounting or related field and three years progressively responsible professional accounting experience.