

BOARD OF EDUCATION

TITLE: **TREASURER OF SCHOOL MONIES**

REPORTS TO: **BOARD OF EDUCATION**

QUALIFICATIONS:

1. The Treasurer of School monies shall have a minimum of two years of successful experience as a School Treasurer, or minimum of six years of experience in Bookkeeping or Accounting
2. The Treasurer of School monies shall demonstrate competency in handling and reporting financial matters, either through training and degrees or through experience
3. The Treasurer of School monies shall be proficient with the current Financial system application; Systems 3000
4. The Treasurer of School monies shall provide evidence that the individual has not been convicted of a civil or criminal offense related to the handling of public or private funds, through a criminal record history check
5. The Treasurer of School monies shall meet such alternates to the above qualifications as the Board of Education may deem appropriate, acceptable and legal

PERFORMANCE RESPONSIBILITIES:

1. Receives and holds in trust all school monies, except monies from Athletic events and pupil organization activities, and deposits them in the bank designated by the Board.
2. Pays out school monies only on warrants made payable to the person entitled to receive payments and specifying the object for which it is issued and signed by the President and Board Secretary.
3. Receives school employee payrolls and a warrant for the full amount of each payroll certified by the President, Board Secretary and Superintendent, deposits the warrants in a separate payroll account, and issues individual payments drawn on such account to each employee.
4. Maintains in the books provided for that purpose a record of the sums received and paid out by him/her in accordance with the bookkeeping system utilized by the state board of education. This record must be kept up to date, accurately maintained and reconciled with monthly bank statements.
5. Renders a monthly report to the board giving a detailed account of all receipts, the amounts of all disbursements, the accounts from which they were drawn and the cash balance in each account at the end of the accounting period.
6. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
7. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

TERMS OF

EMPLOYMENT: July 1, 2015 – June 30, 2016

APPROVED: May 19, 2015