

TITLE: Treasurer, Board of Trustees

QUALIFICATIONS:

- Such qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To insure that the school district derives maximum educational dividends from the prudent expenditure of every dollar

PERFORMANCE RESPONSIBILITIES:

- Attends all meetings of the Board.
- Acts as custodian of all monies belonging to the district, depositing funds to banks designated by the Board. Keep complete and accurate records of all funds received.
- Prepare bid documents and publish required legal notices for all bids and surplus sales. Compile bids and make recommendation to the Board.
- Distribute monies to banks designated by the District to cover authorized payroll and accounts payable transactions, including Bond payments or wires.
- Responsible for the fiscal management of bond issues.
- Reconcile monthly general ledger with associated bank accounts.
- Prepares financial reports for the school board.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. and to work in an office environment. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: The employment period shall be for twelve (12) months with vacations as specified in District Policy. Salary as determined by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of nonprofessional personnel.

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are made available to the employee on the school district website: www.cassiaschools.org.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

January 25, 2016