

Department: School Districts  
Classification: Exempt

SPEC DISK I7  
DOCUMENT 06

### SCHOOL DISTRICT TREASURER

*DISTINGUISHING FEATURES OF THE CLASS:* The work involves responsibility for maintaining an accurate record of the finances of the School District. The work is performed under general supervision of the Board of Education, which formulates policy and checks on work by means of periodic reports. Employees in this class must be bonded. does related work as required.

*TYPICAL WORK ACTIVITIES:* (Illustrative Only)

Receives and acknowledges district funds and makes deposits;  
Maintains cash book in which an itemized record of all receipts and payments are entered;  
Discusses financial problems with board;  
Signs checks to pay district obligations;  
Prepares reports and statements concerning district finances.

*FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:*

Some knowledge of methods used in keeping financial accounts and records; some knowledge of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions and to prepare reports and other materials; integrity; good judgment; physical condition commensurate to the demands of the position.

*SUGGESTED MINIMUM QUALIFICATIONS:* Graduation from high school or possession of a high school equivalency diploma and three years of general business experience, one of which shall have involved the keeping or auditing of financial records.