

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Treasurer High School

JOB CODE: 4112

DEPARTMENT: Schools

PAY GRADE: 22 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is highly responsible school clerical/accounting work. The work involves managing and maintaining the school's accounting and financial management system. Though the work is performed under the general supervision of the School Principal, the job incumbent is expected to independently manage and account for internal funds and other financial resources in a manner consistent with the M-DCPS policies and guidelines for internal accounting.

JOB TASKS/RESPONSIBILITIES

1. Collects, counts, records and deposits monies collected from clubs, fund raising activities, classes, yearbooks, pictures, transcripts, athletic events, United Fund and other school activities.
2. Prepares and cosigns checks and pays bills promptly; reconciles monthly checking and savings accounts including Fund 9 and prepares monthly and yearly reports.
3. Contacts financial institutions in order to invest school monies and obtain highest available interest rates; monitors interest payments for accuracy.
4. Posts and maintains account ledgers, maintaining files of financial transactions and related correspondence in accordance with retention schedules.
5. Responds to inquiries from the administration and staff regarding the status of accounts, discrepancies, etc.
6. Provides assistance to staff and trains others regarding collecting and reporting methods in accordance with internal accounting manuals.
7. Advises principal as to the status of funds and accounts and prepares and types financial reports, notices, and routine forms.
8. Contacts vendors, administrative offices and financial institutions to resolve discrepancies.

9. Assigns and reviews work of designated assistant.
10. Operates data entry terminal and maintains petty cash fund as deemed necessary.
11. Performs other related duties of a comparable skill level to facilitate the treasurer's function in a Senior High School.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: twisting, reaching, sitting, standing, walking, finger dexterity, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate. Additional college-level or vocational coursework in bookkeeping, accounting or related discipline desired.
2. Minimum of two years experience in bookkeeping or related clerical-accounting work. Knowledge of M-DCPS accounting practices and procedures.
3. Ability to operate automated office equipment.
4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 08/24/83, 02/18/93, 10/07/94