

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Treasurer Elementary School

JOB CODE: 4115/4117

DEPARTMENT: Elementary Schools

PAY GRADE: 22 (UO)

DATE: 03/02/01

BASIC OBJECTIVES

This is highly responsible and varied school clerical/accounting work. The work involves primary responsibility for providing administrative and financial support services necessary for the operation of the school. An employee in a job allocated to this class is expected to exercise considerable independent initiative and judgment as it relates to job assignments and the daily operational affairs of the school.

JOB TASKS/RESPONSIBILITIES

1. Collects and deposits all funds for internal accounts, including funds collected from the sale of memory books, pictures, field trips, and fund raising activities. Prepares transmittals for after school care programs.
2. Prepares and cosigns checks, issues receipts and posts collections and checks to MSAF system.
3. Reconciles budget accounts and prepares financial reports for various accounts, including Fund 9 and the procurement credit card program.
4. Compiles and prepares monthly bank reconciliations for internal accounts.
5. Acts to insure compliance with deadlines; initiates requisition for textbooks and maintains inventory of property.
6. Processes employee insurance and accident forms, free and reduced lunch programs and may make arrangements for field trips.
7. Responds to inquiries from staff, parents, students, teachers and other personnel regarding matters related to financial policy and procedures.
8. Operates data entry terminal and maintains petty cash fund as deemed necessary.
9. Functions as liaison between school and administrative support offices on matters relating to accounting, travel reimbursement, purchasing and financial management.

10. Prepares and reviews purchase requisitions for compliance with policies and procedures, or availability of funds.
11. May assign and review work of other clerical or administrative support personnel.
12. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, climbing, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

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. Three (3) years advanced clerical or clerical/accounting experience.
3. Knowledge of school operation policies, practices and procedures.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.