

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Treasurer Middle School

JOB CODE: 4116/4118

DEPARTMENT: Middle Schools

PAY GRADE: 22 (UO)

DATE: 03/02/01

---

---

### **BASIC OBJECTIVES**

This is highly responsible and varied school clerical/accounting work. The work normally involves day-to-day responsibility for assisting school Principal with the maintenance and management of school financial and budget information and activities. 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.

### **JOB TASKS/RESPONSIBILITIES**

1. Collects, counts, records, and deposits monies collected from clubs, classes, yearbooks, pictures, transcripts, locks, athletic events, vending machines, field trips, and other school activities.
2. Maintains updated and accurate records of school financial transactions, deposits and investments; posts transactions to MSAF system, reviews all invoices and prepares payments to vendors.
3. Prepares and cosigns checks and pays bills promptly; reconciles monthly checking and savings accounts.
4. Reconciles budget accounts and prepares financial reports for various accounts, including Fund 9 and the procurement credit card program.
5. Compiles and prepares monthly bank reconciliations for internal accounts.
6. Responds to inquiries from the administration and staff regarding the status of accounts, discrepancies, and other matters related to financial policy and procedures.
7. Contacts other departments and/or outside organizations to resolve common problems.
8. Prepares and reviews purchase requisitions for compliance with policies and procedures, or availability of funds.

9. Acts to insure compliance with deadlines; initiates requisition for textbooks and maintains inventory of property.
10. Operates data entry terminal and maintains petty cash fund as deemed necessary.
11. Functions as liaison between school and administrative support offices on matters relating to accounting, travel reimbursement, purchasing and financial management.
12. May assign and review work of other clerical or administrative support personnel.
13. 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.