

School Treasurer

Reports to: Principal
Supervises: None
Term of Employment: 12 months
Salary: State salary schedule NC-07
Qualifications:

- Associates degree preferred
- Graduation from high school and some course work in bookkeeping, with experience in data entry and bookkeeping or Any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:

- Assures that all school funds are properly received and disbursed while maintaining accurate records
- Prepares and maintains monthly payrolls for all school employees
- Maintains a daily attendance record for all employees
- Secures and assigns substitutes and maintains proper records for payroll
- Verifies leave balances annually
- Maintains financial records and accepts responsibility for state, local, federal and other allotments
- Ensures expenditures do not exceed the school allotments
- Generates requisitions and purchases orders; maintains inventory of supplies
- Verifies invoices against purchase orders
- Assists principal and assistant principal as necessary; assists with scheduling activities and events; prepares letters, memos, and announcements as required
- Answers incoming telephone calls and routes them to the proper person or department; answers questions regarding routine matters; directs messages to staff and students
- Greets visitors, parents, volunteers, etc. and directs them to their intended destinations
- Completes forms, permits, reports, notices, or form letters with designated or routine information as needed
- Assists with maintaining files of various information including but not limited to tardies, dismissals, correspondence, forms, reports and other materials
- Distributes intra-office and general delivery mail
- Serves as a liaison between employees and payroll specialists to help answer payroll related questions
- Performs other such tasks as assigned by the supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Anson County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

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- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment