

**USD #350 - St. John/Hudson
TREASURER OF THE BOARD**

The Board Treasurer coordinates and supervises financial operations to ensure efficient and lawful functioning of the school district. This individual maintains the district's financial books and accounts to ensure that receipts and disbursements are properly accounted for in accordance with the cash basis and the budget laws of the state of Kansas. To accomplish these tasks, this individual will work with district personnel and the community of USD 350.

QUALIFICATIONS:

1. Qualifications as the Board may find appropriate and acceptable.
2. Job experience related to the position is required.
3. Ability to be bonded.

REPORTS TO: Superintendent

JOB GOAL: To facilitate and ensure quality control of district purchases, accounting, and deposits.

PERFORMANCE RESPONSIBILITIES:

Financial Oversight & Accounting

- Monitor all district funds.
- Perform bookkeeping tasks and bill payments.
- Prepare and submit monthly reports on the district's fiscal status.
- Post receipts and disbursements to books and prepare deposits.
- Prepare materials for district, state, and federal audits.
- Print and check for accuracy on budget reports, audit reports, charts of accounts, checks, warrant registers, and other reports related to revenue, disbursements, encumbrances, fund balances, corrections, transfers, and vendor activity.

Payroll & Purchasing Operations

- Process timecards and prepare classified payroll data to include quarterly state and federal reports, KPERs, unemployment, year-end reports, and other reports as required.
- Process and maintain purchase orders for the district.

Administrative & General Office Support

- Perform routine and normal office practices as assigned, including answering phones, sorting mail, and greeting visitors
- Maintain a regular filing system and a set of locked, confidential files, and process incoming correspondence as instructed.
- Work within deadlines to prepare, file, and mail correspondence as needed.
- Support the operation and maintenance of office equipment.

Records Management & Legal Compliance

- Be able to be bonded in an amount determined by the Board, with the premium paid by the Board.
- Maintain the district's required information, records, and files, and make them available in accordance with district and open records policies.

Governance, Organizational Culture & General Expectations

- Attend meetings of the Board as requested.
- Support the mission of the school district.
- Facilitate cooperation among all members of the school community.
- Follow district policies, handbooks, and regulations.
- Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Full- or Part-time position, based on skills and district needs. Salary to be determined on an annual basis by the Board.

EVALUATION: Performance will be evaluated in accordance with the USD 350 Board policy for Classified Employees.

Approved by: _____ Date: _____
Supervisor

Reviewed and Agreed to by: _____ Date: _____
Employee