

Treasurer

Job Description

Qualifications:

1. Bachelor's Degree (Master's Preferred)
2. Experienced in school finance and administration.
3. Eligible for school business official certification.

Immediate Supervisor: Superintendent.

Duties and Responsibilities:

1. Attends all meetings of the Board.
2. Acts as custodian of all money belonging to the Board of Education.
3. Receives all money belonging to the Board of Education.
4. Deposits money received in banks designated by the Board.
5. Gives a bond in such sum as shall be required before entering on the duties of the office, the premium of such bond to be paid by the Board.
6. Pays out Board money on written order of designated officials of the Board.
7. Gives accounts of money at least once a month and at such other times as the Board may request.
8. Prepares and submits monthly report on the Board's fiscal status.
9. Renders a full annual report at the end of each fiscal year.
10. Displays leadership and support in all areas of responsibility.
11. Establishes and implements an improvement process for all areas of responsibility.
12. Establishes good public and employee relations in all areas of responsibility.
13. Maintains professional work habits.
14. Maintain and upgrade his/her professional skills.
15. Evaluates personnel under his/her supervision.

Jackson County Board of Education

Adopted: November 6, 1986

Revised: November 10, 1989