

Accountant/Treasurer

Job Title: Accountant/Treasurer
Department: Administration
Reports to: Superintendent
Classification: Non-Exempt

Summary

The Accountant/Treasurer is responsible for the District's revenue, federal reimbursements and balancing the District's funds.

Essential Duties and Responsibilities

The individual who holds this position has the responsibility to:

Assist the Superintendent in the development and monitoring of the budget

Act as the Treasurer of the Board and sign all checks

Invest District funds in accordance with the state law and Board policy

Submit all financial reports required by the state or federal authorities including the ASBR (Annual

Secretary of the Board Report)

Prepare financial reports for Board Meetings

Transfer money between funds in accordance with DESE rules

Control the use of District credit and procurement cards in accordance with Board policy

Record all deposits for the District

Manage the financial side of all the Federal Programs including: After School Child Care, Part B Special

Education, All Title Funds, SDAC Medicaid and Early Childhood Special Education. This would include

filing claims for reimbursement, preparing budgets and revisions, final expenditure reports, and

Maintenance of Effort Reports

Assist with the financial reporting for all Grants including FV-2, Enhancement and various other grants

Compiles and coordinates the Audit and all the information needed

Solicit bids and makes recommendation to the Board regarding depositories of the District

Balances all the district accounts monthly

Manages the Townsend Fund for the District and Scholarship Funds Privately donated to the District

Qualifications

At least five year's experience in Missouri School Finance Administration

Certificates, Licenses, Registrations

An individual who holds this position must be bondable in accordance with Missouri Law

Accountant/Treasurer

Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and contracts and other legal documents

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations, apply concepts such as fractions, percentages, ratios and proportions to practical situations and apply financial concepts such as compound interest, time value of money, tax rates and discounts

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position:

Is regularly required to sit, walk, hear and speak

Meet deadlines with severe time constraints

The position occasionally requires an employee to work extended hours. A moderate amount of travel, both in and out of state, is required.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who occupies this position will regularly work in a typical office environment.