

TITLE: TREASURER OF SCHOOL MONEYS**QUALIFICATIONS:**

1. Can demonstrate competency in handling and reporting financial matters, either through training and degrees or through experience.
2. Can demonstrate the ability to use various electronic accounting software and reports.
3. Demonstrates interpersonal skills to relate well with the administration, support staff members, and members of the community.
4. Demonstrates the ability to communicate effectively in English, both orally and in writing.
5. Meet such alternates to the above qualifications as the Superintendent and School Business Administrator may deem appropriate, acceptable and legal.
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Superintendent and Business Administrator

JOB GOAL:

To handle ass of the district's moneys, accounting for all receipts and expenditures.

PERFORMANCE RESPONSIBILITIES:

1. Oversight of all school monies, except monies from Athletic events and pupil organization activities and confirms that all deposits are made in the bank designated by the Board. (Confirmation done by comparing the detailed receipt report provided via the software used in the Business Office to the monthly bank statement(s).
 2. Confirms that the warrants made payable are to the person entitled to receive payments, specifying the object for which it is issued. (Confirmation done by comparing the detailed check register as approved by the Board.) Cancelled checks attached to the bank statement are reviewed to confirm signatures are those as approved by the Board.
 3. Receives from the Business Office and provided by the software company approved by the Board school employee payrolls and confirms transfers are made as required to separate payroll and agency accounts. (Confirmation by review of transfers on the monthly bank statements)
 4. Reconciles the district's monthly General, Cafeteria, Payroll, Payroll Agency, FSA (Flexible Spending Account) and Unemployment accounts and works with the Business Office to confirm the cash balances agree with the district's records.
 5. Renders a monthly report to the board giving a detailed account of all receipts, the amounts of all disbursements, the accounts from which they were drawn and the cash balance in each account at the end of the accounting period.
 6. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
 7. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
 8. Performs other duties as may be assigned by the Superintendent or designee.
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1. Currently employed as a Treasurer of School Moneys by two or more public school districts in New Jersey.

TERMS OF EMPLOYMENT:

Appointed in accordance with law. Salary to be determined annually by the Board.

MENDHAM BOROUGH SCHOOL DISTRICT

TREASURER OF SCHOOL MONIES (CONTINUED)

A-11

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations.

Approved by: Mendham Borough Board of Education

Date: January 24, 2023