

BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION

Job Title:	<b>Treasurer</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified Staff / Office Professional</b>	Pay Range:	<b>Unit D; Grade 4</b>
Reports to:	<b>Principal</b>	Work Year:	<b>11 months</b>
Prepared/Revised Date:	<b>January 2008</b>		<b>230 days</b>

**SUMMARY:** Responsible for overseeing all of the school’s financial operations, including budget management, banking responsibilities, accounts receivable and accounts payable, purchasing. Responsible for tracking, disbursing and reconciling petty cash from various accounts. Provide customer service to the school community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain activity accounts using Data Team Activities Accounting Pro for school academic departments, clubs, organizations, sports teams and general fundraising accounts by processing checks from requests submitted by activity sponsors or based on receipts, invoices or purchase orders from vendors, prepare bank deposits from deposits to individual activity accounts, provide monthly or upon request detail reports to activity sponsors for balancing purposes. Travel to bank to make deposits.	D	30%
2. Monitor school and athletic budgets using Lawson program by maintaining file of all budget related transactions, assist principal and athletic director with development of annual budgets, prepare budget transfer worksheets for annual budget carryover money and realignment, process expenditure corrections after monthly reconciliation of detail transaction reports, reconcile budget related revolving accounts and grant accounts. Process pay directs for non pro-card and non petty cash purchases.	D	20%
3. Complete miscellaneous financial projects/tasks such as banking cafeteria money for Wells Fargo, reading and submitting copier numbers quarterly, producing year end reports for district accounting, participating in year end teacher check out, graduation cap and gown distribution, banking class fundraised dollars, providing donation/gift information, disbursing various district forms i.e. bill of lading. Working on Fall Registration by planning, coaching volunteers, monitoring registration fee collection, balancing fee collection. Manage postage needs by keeping supply of postage stamps, doing bulk mail paperwork, maintaining postage meters. Calculate sales tax quarterly.	D	7%
4. Provide customer service to parents, teachers, students, staff, and district personnel by providing telephone support, making change, answering questions and providing information.	D	5%
5. Process district payroll time sheets for building by entering time and substitutes. Maintain professional leave documentation.	W	10%
6. Manage all building purchasing by placing warehouse orders on Lawson, issuing requisitions for purchase orders in Lawson, processing online orders through district contracted vendors. Issue all textbook adoption requisitions following district financial and approval guidelines. Work with district purchasing departments to meet purchasing guidelines.	W	5%
7. Manage petty cash bank at school by verifying petty cash vouchers against receipts turned in by teachers and staff, dispersing funds, coding to proper department budget code. Prepare petty cash expenditure reports when necessary to maintain cash flow at school. Balance petty cash bank on regular basis.	W	5%
8. Post on Infinite Campus/Excel spreadsheet all fines and fees, collect payments against posted fines and fees, reconcile and deposit to proper accounts.	W	5%
9. Provide requested cash boxes for events with ticket sales, product sales or concessions. Track cash advance money out and returned, balance cash box when returned, create deposit for activity.	W	3%
10. Maintain Pro-Card files for all active cards in the building. Check all statements for accuracy and forward to principal. Make Pro card purchases for departments/teachers not authorized on a card. Correct account codes online for transactions not covered by Pro card assigned accounting code.	W	3%

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<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
11. Process all credit card transactions, batch, and run settlements, post against appropriate activity account in Data Team. Keep balance of credit card service fees when reconciling bank statement, balance individual settlements to monthly bank statement electronic credits.	W	2%
12. Prepare monthly athletic report, work with business classes, Junior Achievement class, and school store providing payroll services, accounts receivable, accounts payable.	M	2%
13. Process bad checks by re-depositing, sending official collection letter to check writer, following up with filing reports with DA's office, if necessary.	M	1%
14. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent, plus specialized courses in computer, data base, business.
- More than one year of experience in office management, bookkeeping, accounting and/or budget.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license preferred for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Intermediate interpersonal relations skills.
- Advanced math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to promote and follow board of education policies, superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, Infinite Campus, Lawson, data team activities accounting pro.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Principal	105

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- This position acts as a technical resource for the district by handling all matters regarding money and on financial, accounting and purchasing policies. Responsible for managing school budget, athletic budget and school accounts.

**SAFETY TO SELF AND OTHERS**

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Wrist rest and mouse pad for keyboarding is recommended.  
Alarm and locked office is recommended.  
Two way radio is recommended.

*The physical demands, work environment factors and mental functions described below 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 the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10, 25, 50, 100 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, compute, synthesize, use interpersonal skills and compile. Occasionally required to copy, coordinate, instruct and evaluate.