

**CLASS TITLE:      HIGH SCHOOL TREASURER**

**DEFINITION:** Under general supervision, performs ~~work of moderate difficulty~~ in financial recordkeeping for student activities and related funds, and performs related work as required.

**EXAMPLES OF DUTIES:**

**ESSENTIAL FUNCTIONS [E] (to include, but not limited to):**

- Collects funds and maintains financial records for student ~~activities~~ body accounts, [clearing account, revolving cash account]. ~~lab fees, student insurance, facilities point of contact, scheduling custodians for after school activities, lockers, student services such as photo and ID cards, ticket and yearbook sales, class rings, lost books [fines]. [E]wood and metal shop fees and homemaking, campus restaurants, food, athletic transportation fees, instructional and revolving cash accounts~~
- ~~Pays out funds upon receipt of proper authorization~~ Process disbursements upon receipt of [proper approvals and] authorization.
- ~~Pays and keeps records of taxes owed~~
- Makes bank deposits and balances bank statements
- Prepares monthly ~~financial statements and quarterly reports~~ [E]
- ~~Compiles statistical data and prepares reports~~
- Assists in monitoring appropriate use of accounts
- Operates standard office machines
- ~~Keeps payment records for individuals paid for from schools~~
- ~~May keep the master calendar for the school~~
- ~~May h~~Handle digital wallet payments: Pay Pal and Visa/Master Card Program
- Receives and reconciles payments through Credit Card Processing.
- ~~May input purchase requisitions and process purchase orders~~
- Process purchase orders in ASBWorks.
- ~~May a~~Assist in preparing for audits
- Manage Design and Update of Webstore(s). [E]
- Serve as Bookkeeper to ASB and oversee Budgets and Actuals. [E]
- Oversee and maintain internal controls to ensure applicable policies, rules, regulations, and guidelines are followed as they relate to ASB, in accordance with MDUSD, FCMAT, CASBO, and any additional pertinent organizations. [E]
- B+ and Amazon access (ASB Business ONLY) for HS Treasurers at site's discretion.

**DESIRABLE QUALIFICATIONS:**

**Training and Experience:** A combination of training and experience equivalent to completion of high school level bookkeeping courses and three years of clerical experience with emphasis on the maintenance of accounting records.

**Knowledge of:**

- General accounting and bookkeeping procedures
- Standard office practices and procedures
- District policies and school policies and procedures
- ~~Arithmetic~~ Math Computations

**Skill in:**

- Financial record keeping

- Preparing reports according to established guidelines
- The use of a variety of office machines

- Performing mathematical computations rapidly and accurately
- Establishing and maintaining effective working relationships
- Good judgment in making decisions in accordance with established policies and procedures

**Ability to:**

- Work independently
- Must be able to function autonomously
- Compile information and prepare reports
- Follow written and oral instructions

**Working Conditions:**

Office Environment, driving a vehicle to conduct work. With or without accommodations, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

**Licenses:**

- A valid California driver's license

