



1.3 DEPUTY TREASURER

Qualifications

1. Subject to Civil Service requirements.
2. Civil Service Title: Microcomputer Decision Support Specialist.
3. Education: College degree or equivalent (see Civil Service Description).
4. Experience: Minimum of 3 years in accounting functions.
5. Length of Work Year: 12 months.

Reports To

School Business Administrator

Description

Perform accounting, data entry, and office duties.

Responsibilities

Support the Treasurer in the following tasks, including but not limited to:

1. Maintain the General Ledger with the Treasurer.
2. Guide and provide training for the activities of two account clerks.
3. Maintain bank accounts, including transferring of funds and preparing bank reconciliations.
4. Invest available funds to maximize interest earnings.
5. Prepare monthly budget reports and cash projections.
6. Backup signer on any checks, as needed.
7. Prepare journal entries and enter after approval.
8. Assist in budget preparation.
9. Prepare and submit information and documents for any required audits.
10. Reconcile payroll and process needed cash transfers.
11. Prepare or assist with various reports (state / federal reports, grants, Board reports, capital projects, etc.).
12. Suggest improvements to improve efficiency and to strengthen internal controls.
13. Perform related duties as required or assigned.