



# TRITON REGIONAL SCHOOL DISTRICT

*Respect, Integrity, and Excellence for All*

**POSITION:** *Treasurer*

**PURPOSE OF POSITION:**

To effectively handle all district monies in accordance with School Committee policy and approval or of its authorized officer

**REPORTS TO:** *Triton Regional School Committee*

**PERFORMANCE RESPONSIBILITIES:**

1. Receive all revenue, classify and issue receipts, and maintain a breakdown of disbursements and cash balances
2. Administer the District's investment program, including investing funds to provide maximum interest income, consistent with liquidity needs
3. Administer the District's accounting policies with respect to revenue
4. Prepare monthly Treasurer's Report showing receipts disbursements with resulting cash and investment balances
5. Maintain cash flow projections and ascertain that cash balances are sufficient to cover current and future obligations
6. Keep currently informed on laws and regulations applicable to District's financial functions in accordance with Massachusetts General Laws
7. Keep currently informed on banking practices, interest rates and economic conditions
8. Render a full annual Treasurer's Report at the end of each fiscal year
9. Act as custodian of all other funds of the district such as stabilization funds and trust funds
10. Act as negotiating officer for all district borrowing
11. Receive, account for, and disburse all payroll and personnel deduction amounts (taxes, retirement, insurance, annuities, etc.)
12. Responsible for the closing and reconciliation of all accounts in the treasurer's office such as vendor, payroll, trust, revolving as well as invested funds
13. Perform such other tasks as may from time to time be assigned by the Superintendent or School Committee

**QUALIFICATIONS:**

1. A minimum of a Bachelor's Degree, preferably a Master's Degree with a major in accounting, finance or a closely related field, from an accredited college or university
2. Experience with cash management, liquid investments management, accounting and debt management in a school district or a financial institution preferred
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**ATTRIBUTES:**

- Committed to the core values of the district
- An unwavering commitment to student success
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

**TERMS OF EMPLOYMENT:**

- Annual Work Schedule: 1 Day/Week in office and available as required
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the School Committee

**HIRING RANGE:** Negotiated with School Committee upon hire

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel