

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TREASURER

SALARY SCHEDULE: ADMINISTRATIVE – C

COST CENTER: FINANCIAL SERVICES (9038)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Business Administration with a major in Accounting.
- (2) Minimum of five (5) years experience in governmental accounting with a CPA firm or governmental agency.
- (3) Supervisory experience is essential.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting standards, Florida school law and State Board of Education regulations. Management skills in supervising areas of finance, accounting and auditing. Group dynamics and communication skills for both oral and written presentations. Ability to plan, analyze, organize and prioritize activities. Process modern technology skills.

REPORTS TO:

Executive Director of Finance

JOB GOAL

To provide accountability for the financial transactions of the District efficiently and expeditiously within the appropriate state and local regulations.

SUPERVISES:

Accountants
Specialists
Degreed Accountant

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise the accounts payable and bank reconciliation functions in assigned areas.
- * (2) Monitor cash flow and investment activities.
- * (3) Prepare the cash flow analysis for Tax Anticipation Notes (TANS) and Section 237 and bond financing.
- * (4) Ensure School Board policies on treasury functions are current and effective.
- * (5) Assist with the preparation of cash flow analysis for FS 237.151 Tax Anticipation Notes (TANS), FS 237.161 Tax and Revenue Anticipation Notes (TRANS) and other District borrowings.
- * (6) Ensure that bank statements are reconciled to the general ledger cash account on a monthly basis.
- * (7) Assist auditors in audits of the District.
- * (8) Ensure timeliness and accuracy of computerized accounting systems.
- * (9) Assist with the preparation and submission of the Program Cost Report.
- * (10) Ensure that federal cash advance funds are obtained in a timely manner.

TREASURER (Continued)

- * (11) Supervise the preparation of the Annual Financial Report.
- * (12) Assist with the preparation of the District annual budgets.
- * (13) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (14) Respond to inquiries or concerns in a timely manner.
- * (15) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- * (16) Disseminate information and current research to appropriate personnel.
- * (17) Keep well informed about current trends and best practices in areas of responsibility.
- * (18) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (19) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (20) Promote and support professional growth for self and others.
- * (21) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (22) Maintain a network of peer contacts through professional organizations.
- * (23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (26) Serve on District, state or community councils or committees as assigned or appropriate.
- * (27) Represent, consistently, the District in a positive and professional manner.
- * (28) Provide leadership and direction for the assigned areas of responsibility.
- * (29) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- * (30) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (31) Assist in implementing the District's goals and strategic commitments.
- * (32) Exercise proactive leadership in promoting the vision and mission of the District.
- * (33) Provide oversight and direction for cooperative planning with other agencies.
- * (34) Set high standards and expectations for self and others.
- * (35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishments.
- * (37) Facilitate problem solving by individuals or groups.
- (38) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (39) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

TREASURER (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities