

**REGULATION
STAFF
JOB DESCRIPTION--TREASURER**

Title: Treasurer

Qualifications: General bookkeeping knowledge, must reside in this county and must be bonded.

Reports to: Superintendent

Job Goal: To maintain accurate records of the financial status of the district and file financial reports of each account to the board each month.

Performance Responsibilities:

1. Maintain basic treasurer's records for the following.

General Ledger	Deposit Book
Cash Ledger	Bond Register
Investment Ledger	Check Book
Warrant Ledger	Receipt Book

2. Report monthly to the board on the financial status of the district.

3. Provide all necessary reports for an external audit of the financial records on an annual basis.

Terms of Employment: 242 days each year. Salary to be determined by the board.

Evaluation: Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on Evaluation of non-certified personnel.