

**REGULATION  
JOB DESCRIPTION--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:** One 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.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee