

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Treasurer of the Board of Education
QUALIFICATIONS:	Bachelor Degree in accounting, finance, or job experience in field of education; investment and financial accounting experience
REPORTS TO:	Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

1. Oversees the receipts and disbursement of all monies belonging to the district.
2. Oversees all investments of funds for proper procedure and determining risk.
3. Oversees the complete and systematic set of records of all financial transaction.
4. Approves and reviews the accuracy of the Investment Summary and annualized interest earnings presented at the regular meeting of the board of education.
5. Is responsible for the accuracy of the OCAS codes and submitting the required FR3 to the State Department of Education.
6. Is responsible for working with the Auditor on the Estimate of Needs, presenting it to the Board of Education, printing it in a local circulation, and delivering to the County Excise board in accordance with State Law.
7. Is responsible for verifying the accuracy of the Estimate of Needs entered into the financial software, calculating and rolling forward carryover for all funds.
8. Acts as backup on all procedures of the Assistant Treasurer.
9. Performs other duties as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

245 day contract. Compensation based on Board approved administrative salary schedule.

EVALUATION:

Job performance to be evaluated annually by the Superintendent and/or Board of Education.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 02-01
Revised: 10-09-06
Revised: 12-08-08
Revised: 12-8-14