

## **Cottonwood Joint School District No. 242**

### **Clerk - Treasurer Job Description**

#### **QUALIFICATIONS:**

1. Must have training and demonstrate competency in computerized accounting procedures (accounts payable, payroll and general ledger).
2. Must have knowledge in payroll and payroll tax procedures.
3. Must have knowledge of budgeting procedures.
4. Must be bondable.
5. Must be able to meet community and professional personnel in friendly, professional manner.
6. Prior experience desired but not required.
7. Such alternatives to the above as the board may find appropriate and acceptable.
8. Must be able to work professionally with staff, board and patrons
9. Must have initiative and be able to work independently and with minimal direction and assistance.

**REPORTS TO:** The superintendent and indirectly to the Board of Trustees.

#### **JOB GOALS:**

1. To assist the administration in developing a district budget that reflects sound judgment, revenue and expenditure estimates and one that will adequately meet the needs of the district.
2. To maintain accurate records of all district fiscal matters and to provide monthly reports to administrators and board members showing the status of the district budget.
3. To attend all official district meetings and to accurately record minutes of the proceedings during such meetings.
4. To attend professional meetings and workshops which will enhance job proficiency and efficiency.

**PERFORMANCE RESPONSIBILITIES:** The Clerk – Treasurer will:

Serve as Clerk of the Board; attend and prepare minutes and financials for all official district meetings, including all regular and special board meetings and meetings in budget planning and other official meetings of the superintendent or the Board of Trustees.

Complete monthly accounts payable ledgers and prepare checks and monthly report for board approval.

Reconcile general and individual fund accounts each month.

Coordinate with and assist building secretaries with student body and building accounts.

Complete monthly payroll and compete benefits and other payroll liabilities and issue payroll checks and/or direct deposits. Issue W-2 statements at year's end. Issue 1099 forms. Prepare and file various payroll and tax reports as required.

Complete enrollment and claim forms for, and compute and make monthly payments for insurance, FICA and other liabilities.

Request all Federal Funds from the GRA Account.

Maintain all leave records for each employee.

Determine best possible investments for district surplus monies; coordinate investments and transfer funds to meet anticipated needs.

Work with the superintendent and the budget committee on preparing the annual budget.

Prepare tax forms for local and state taxes.

Handle all receipts and deposits of district funds.

Prepare all budget reports for Board and State Department of Education.

Complete year-end report for all accounts and work with auditor in completing final report, by assuring that any information needed is provided to the auditing firm. Complete fiscal year end rollover.

Send out all current information concerning payroll, benefits, retirement, etc. to all staff.

Prepare monthly PERSI report.

Send out letters of intent or contracts on required date.

Prepare annual transportation report.

Maintain district computerized inventory records using updated information from staff members.

Maintain certified personnel files in accordance with policy, State Department rules and employment laws.

Maintain the financial recording system currently in place, keep up with updates and enhancements as required.

Post and publish all legal notices as required.

Attend meetings and workshops necessary to maintain current in procedures and laws and regulations to both clear and treasurer duties.

Prepare all documents for Idaho County for all elections

Prepare L-2 form for the County.

Submit the required budget and audit documentation to the SDE

Keep district website current with all board financial information required as well as calendars for District and gyms.

**TERMS OF EMPLOYMENT:** The Clerk-Treasurer shall be employed on a twelve month contract with vacation and accrued benefits in accordance with district policy for twelve-month classified employees. The length of the work day shall be negotiated with the superintendent and the Board of Trustees.

**EVALUATION:** Performance will be evaluated at least once annually by the superintendent in accordance with the Board's policy on the evaluation of classified staff.