

## **Part-time Treasurer**

### **Athol-Royalston Regional School District, Athol Massachusetts**

#### ***Job Description***

Treasurer is responsible for the receipt, depositing, and reconciling of all funds and supervises and maintains a Treasurer's Cash Book on behalf of the ARRSB School District.

#### **Job Details**

- Responsible for disbursement of funds as warrants are presented and approved by the School Committee.
- Monthly reconciliation of all accounts from the cash book to the District's general ledger.
- Prepares the annual Treasurer's Cash Report and Statement of Indebtedness for the state reporting. Assists with yearly audits and any internal financial reporting.
- Responsible for receipt, investment and disbursement of scholarship funds of the District.
- Maintains a cash flow for the District.
- Responsible for investing of funds as cash flow allows and according to Commonwealth of Massachusetts guidelines.
- Treasurer is authorized to approve and execute paperwork for short term and long term borrowing for the District as approved by the School Committee.
- Support the Payroll and Accounts Payable personnel as necessary with projects or reporting.
- The Treasurer will give a bond for faithful performance of duties in accordance with Commonwealth of Massachusetts and School Committee requirements.
- Meet with outside vendors for banking, investing, bond rating and gathering information for the welfare of the District.
- Work with all district financial personnel to insure transactions are appropriate, use good management practices, and acceptable accounting standards.