

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE Treasurer-Education Centers

JOB CODE 4131

DEPARTMENT: Vocational/Technical, Adult
and Special Education Centers

PAY GRADE 22 (UO)

DATE 01/29/01

BASIC OBJECTIVES

This is highly responsible school clerical/accounting work. The work involves managing and maintaining the accounting and financial management system for Adult Education Centers, Special Education Facilities and Vocational/Technical Centers. Though the work is performed under the general supervision of the School Principal, the job incumbent is expected to independently manage and account for internal funds and other financial resources in a manner consistent with M-DCPS policies and guidelines for internal accounting.

JOB TASKS/RESPONSIBILITIES

1. Collects, counts, records and deposits all monies collected from school fees, production shops and any other source involving monetary activity.
2. Prepares, cosigns checks and pays school bills; reconciles monthly checking and saving accounts including Fund 9; prepares monthly and annual financial reports.
3. Posts and maintains accurate ledgers; maintains files of financial transactions and related correspondence in accordance with approved retention schedules.
4. Performs daily cashiering duties and trains others regarding collecting and reporting as prescribed by the Manual for Internal Accounting.
5. Contacts vendors, administrative offices and financial institutions to resolve problems or discrepancies related to accounts, balances, purchases and payments.
6. Advises principal regarding internal compliance, account balances, audit findings, and site policies and procedures related to accounting and financial management.
7. May access MSA Accounting/Finance Information System to enter, retrieve, and maintain accounting or purchasing information.
8. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: bending, sitting, standing, walking, finger dexterity, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate. Additional coursework in bookkeeping, accounting, or related discipline desired.
2. Minimum of two years experience in bookkeeping or related clerical-accounting work. Knowledge of M-DCPS accounting practices and procedures.
3. Ability to operate automated office equipment.
4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 10/07/94, 10/12/95