

Hyde County Schools

CAMPUS TREASURER

NATURE OF WORK

An employee in this class performs a large variety of clerical duties involving interaction with other employees and departments. Generally an employee in this class functions as the primary support to an administrator or has considerable knowledge of a technical field. Work typically involves several steps and requires the selection of the most appropriate action within procedural and operational guidelines. Work is directed by precedents or broad policy. The employee may develop procedures for non-technical and non-complex problems and is expected to resolve problems independently.

DUTIES AND RESPONSIBILITIES

Identifies sources needed and compiles a variety of data.

Codes data from a complex and/or large number of coding sources.

Traces and reconciles disagreements records.

Maintains a variety of complex ledgers.

Sets up and maintains files or storage of a large and varied number of subjects.

Receives monies and maintains accurate financial records

Presents bills to the appropriate administrator for approval of payment

Files and retrieves information from an alphabetical, chronological, numerical, or by subject filing system.

Purges files by prescribed procedure.

Operates large variety of standard office equipment.

Originates design and layout and types tabular material, charts and statistical materials.

Locates, identifies and gives out appropriate and accurate information.

Prepares requests for purchases.

Assists in the general operations of the office for the safe and effective operation of the facility

Performs other related work as required.

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MINIMUM TRAINING

Graduation from high school with 3-5 years of clerical or office support experience; or an equivalent combination of experience and training. Experience in accounting preferred.

ESSENTIAL JOB FUNCTIONS

Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires ability to speak and/or signal people to convey or exchange information.

Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc.

Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Requires the ability to apply rational systems to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the operations and activities of the school/department.

Thorough knowledge of and ability to use grammar, vocabulary, spelling and punctuation.

Thorough knowledge of office practices and procedures.

Considerable knowledge of common word processing, spreadsheet and file maintenance programs.

Considerable knowledge of the principles of organization and administration.

Ability to work independently with little guidance.

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Ability to maintain confidential information.

Ability to interact and deal with the public in a professional manner.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Campus Principal

FSLA STATUS: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.