Treasurer / Financial Officer

This position reports to the Business Manager/CFO and is assigned responsibilities involved with receiving federal, state and local appropriations and the investment of district monies within federal/state laws and regulations and within the policies of KTC and the Oklahoma Department of Career & Technology Education. This position requires, before entering upon duty, a surety bond based on the largest amount available at hand at any one time.

DUTIES & RESPONSIBILITIES:
Duties & responsibilities are not all inclusive but may include the following:

- Maintain general accounts showing all the receipts, appropriations and expenditures of the district.
- Maintain a record of investments for each fund.
- Maintain a separate cash ledger for each fund in the custody of the Treasurer.
- Prepare written reports regarding financial condition of the district.
- Assist in the preparation of the district budget.
- Submit accounts for the audit of the finances of the school district.
- Deposit school district funds in the approved school depository and provide a monthly written report describing the amount of funds received, disbursed, deposited, invested and the balances of accounts.
- Deposits will be made in the name of the school district.
- Promptly pay, from school district funds, all bills/invoices approved by the board of education within the provisions of federal/state laws and KTC policy.
- In cooperation with the Assistant Business Manager/Financial Officer, assume related duties of the Business Manager/CFO in his/her absence.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents in this position should possess a strong knowledge of generally accepted accounting principles, governmental accounting principles, budgeting and auditing theories and techniques, financial statements and reports, and the computer technology related to accounting systems. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor’s Degree in Accounting, Business Administration, or closely related field with a minimum of 3 years professional experience working in accounting, auditing or a closely related field; or an equivalent combination of experience substituting 2 years of work experience for 1 year of college. Incumbents must be bonded (Surety Bond) in an amount estimated the treasurer will have on hand at one time during the current year, securities and investments are not considered.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Revised/Adopted: 12/09/2008