



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

POSITION TITLE:	District Treasurer
DATE OF WPS:	July 1, 2019
SALARY RANGE:	Competitive Salary & Benefits Package Commensurate with Experience and Education
WORK HOURS:	12-16 hours per week, 12 Month Position
REPORTS TO:	Annually appointed the Masconomet Regional School Committee in accordance with MGL c. 71 s. 16A. The Treasurer is supervised by and reports to the Assistant Superintendent for Finance and Operations.

QUALIFICATIONS:

The Treasurer shall possess substantial professional experience with and fluency in the laws and procedures that govern municipal and school finance in the Commonwealth of Massachusetts. The Treasurer shall have, at a minimum, a Bachelor's Degree in accounting, finance or related field and must possess excellent computer skills. Certification as a Massachusetts Municipal Collector/Treasurer preferred or ability to complete Certification within two years of employment required.

OBJECTIVE:

The Treasurer's primary function is to provide oversight and supervision of all receipts, disbursements and investments of the District in accordance with Massachusetts General Law and District policy.

DESCRIPTION OF DUTIES:

- Responsible for all cash receipts and deposits of the District, including student activity accounts and gate receipts.
- Responsible for all disbursements of the District, including the approval of accounts payable and payroll warrants. Responsible for signing all District checks.
- Responsible for processing all transfers between District accounts, including student activity accounts.
- Responsible for the investment of all District funds in accordance with relevant Massachusetts General Laws and District policies, including Scholarship and Trust funds.

- Maintain banking relationships for all District accounts.
- Maintain and reconcile cashbooks for all District accounts.
- Responsible for monitoring cash flow and for preparing cash flow projections.
- Annually certify assessment amounts apportioned to member Towns in accordance with MGL c. 71 s. 16B and the Masconomet Regional District Agreement.
- Support Annual Audit process.
- Responsible for maintaining and submitting Massachusetts School Building Authority project financial data as required.
- Coordinate all District borrowing and related work with bond advisors, bond counsel, and bond rating agencies as necessary.
- Train and supervise the Assistant Treasurer if applicable. The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence in accordance with MGL c. 71 s. 16A.
- Provide semi-annual reports to the School Committee regarding Treasury function operations, including but not limited to reporting regarding Cash & Investments of the District in accordance with District Policy.
- Shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy.
Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury functions of the District.

Treasurer

Date

Assistant Superintendent for Finance & Operations

Date