

**Job Title:** District Treasurer/Activity Fund Custodian

**Reports To:** Superintendent

**Supervises:** Not Applicable

**Job Summary:** The District Treasurer/Activity Fund Custodian is responsible for overseeing the financial operations of the district, including managing district funds, maintaining financial records, and ensuring compliance with state and federal regulations. This position also involves the management of the district's activity funds, which are used to support student and extracurricular activities. The Treasurer/Activity Fund Custodian will collaborate with school leadership, staff, and external agencies to ensure proper stewardship of district resources and maintain accurate and transparent financial records.

**Employment:** Hourly wage to be determined by the Board of Education. At-will for the first year of employment. Employment will be considered annually after the first year of employment. Position is non-exempt under FLSA status. Salary commensurate with skills and experience with \$18.00 per hour being the rate that may be adjusted based on skills and experience.

**Qualifications:** Experience in accounting, finance, or treasury functions, preferably in a public sector or school district setting, knowledge of state and federal regulations governing public school finance and activity funds, strong attention to detail and organizational skills, excellent communication and interpersonal skills, ability to work independently and collaboratively with school staff, and experience with accounting software and financial management tools (e.g., QuickBooks, Microsoft Excel). Complete twelve hours of instruction on school finance laws of Oklahoma, accounting, ethics, and the duties and responsibilities of a school district treasurer within the first nine months of employment. Must be able to assume responsibility without direct supervision and exercise initiative and good judgment in making decisions.

**Application** Interested candidates should submit an application, resume, cover letter, and

**Process:** references to [jobs@sperry.k12.ok.us](mailto:jobs@sperry.k12.ok.us).

**GENERAL RESPONSIBILITIES:** These statements are intended to describe the general responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required:

1. Attend all meetings of the Board of Education,
2. Oversee the day-to-day financial operations of the district, including accounts receivable, banking, and investments,
3. Maintain accurate and up-to-date records of district finances, including general funds, special funds, and any other designated accounts,

4. Process daily cash and investment transactions of the district, including wires, automated clearing house transmittals, activity fund deposits, online payment reconciliations, and other transfers,
5. Reconcile bank statement(s),
6. Assist in the preparation and management of the district's annual budget, working closely with the superintendent and other staff,
7. Ensure proper reporting and compliance with state and federal financial regulations,
8. Monitor cash flow, prepare financial statements, and report on the district's financial status,
9. Oversee the district's activity funds used for extracurricular and student activities,
10. Ensure proper management, documentation, and disbursement of activity funds in accordance with district policies and state laws,
11. Process district activity fund purchase orders and payments,
12. Maintain records of all transactions related to activity funds, including deposits, expenditures, and balances,
13. Coordinate with school administrators, staff, and student organizations to ensure that activity funds are being used appropriately,
14. Assist with fundraising efforts by ensuring proper handling and accounting of raised funds,
15. Coordinate with auditors to ensure compliance with financial regulations and accurate reporting of funds,
16. Assist in preparing for financial audits, addressing findings, and implementing corrective actions as necessary,
17. Monitor internal controls related to activity funds to prevent misuse and ensure compliance with district policies and legal requirements,
18. Serve as a key point of contact for district leadership, providing financial guidance and reporting,
19. Communicate financial matters clearly to stakeholders, including school board members,
20. Provide training and support to staff involved in managing or utilizing activity funds to ensure proper procedures are followed,
21. Ensure timely processing of payments and receipts for district operations and activities,
22. Maintain accurate records and documentation for all financial transactions,
23. Assist with financial planning and advise on strategies for funding sustainability,
24. Invest funds in accordance with board of education policies and procedures,
25. Counter sign all checks issued by the district,
26. Process and reconcile credit card transactions,
27. Perform vendor maintenance as needed to ensure accurate year end tax reporting, and
28. Perform other duties and responsibilities as may be required by the Superintendent of Schools such as assisting with student transfers and enrollments, district boundary issues, answering phones, and assisting visitors.

Sperry Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.