

Job Title:	Treasurer	Wage/Hour Status:	Exempt
Reports to:	Chief Financial Officer	Pay Grade:	109
Dept/School:	Business Services	Date Revised:	December 5, 2022

Primary Purpose

Supervise and administer the investment portfolio of the district to maximize financial returns within current market conditions in accordance with the District's investment policy.

Qualifications**Education/Certification**

Bachelor's Degree in Accounting or Finance

Special Knowledge/Skills

- Knowledge of State Truth-in-Taxation Guidelines, and setting school district tax rates
- Knowledge of the State funding and the Foundation School Program
- Knowledge of Public Funds Investment Act and the Public Funds Collateral Act
- Knowledge of accounting principles and the application of these principles to public school finance
- Knowledge of data processing applications
- Ability to interpret policy, procedures, and data
- Ability to manage budget and assigned personnel
- Strong analytical, communication, public relations, presentation, and interpersonal skills

Experience

Five (5) years' experience in cash management

Major Responsibilities and Duties

1. Invest district funds in compliance with the district's investment policy.
2. Observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.
3. Maintain the investment portfolio on a computerized tracking system.
4. Prepare and present monthly, quarterly, and annual reports on the status and performance of the investment portfolio.
5. Maintain current information and agreements with approved brokers/dealer and review appropriate financial statement information on a regular basis.
6. Ensure proper maintenance of documentation relating to bids and quotes or other information arising from the purchase, sale, or maturity of investments.
7. Verify bank charges and earning credit on bank account balances monthly.
8. Monitor collateralization of district bank balances.
9. Maintain the district's banking relationship to include the depository agreement and acting as a liaison between the district and the bank.
10. Oversee the district debt service transactions.
11. Prepare the information for the annual Continuing Disclosure Report for District debt.
12. Assist with documentation and reporting related to the issuance of debt.
13. Prepare schedules relating to cash, investments, revenue, debt service, and self-insurance in connection with the annual audit.
14. Maintain pledged securities filed and reconcile with reports from the district depository bank and third party safekeeper monthly.
15. Monitor and reports on the district's self-insured programs.
16. Produce forecasts of cash flow for district bank accounts.
17. Develop and recommend procedures for cash collections and payments that will maximize investable funds.
18. Coordinate maturities and withdrawals to provide sufficient funds for payroll and account payable payments.

- 19. Prepare the District’s annual revenue, debt service, and tax collection budgets.
- 20. Coordinate investment of campus funds with principals and campus accountant.
- 21. Monitor state funding models and stays abreast of changes to school finance.
- 22. Calculate the required tax rates and post the required Public Notices per State Truth-In-Taxation guidelines.
- 23. Monitor tax collections with the City of El Paso, and property appraisal values with the El Paso Central Appraisal District and the State Comptroller.
- 24. Monitor tax appeals and submit tax resolutions for the Board of Trustees.
- 25. File property value self-reports, and audit reports with the State Comptroller’s Property Tax Division.
- 26. Interact with District campuses and departments to facilitate information exchange and improve District operations.

Supervisory Responsibilities

Supervise assigned personnel.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; occasional prolonged and irregular hours; ability to travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.