

Job Title:	Treasury Specialist	Wage/Hour Status:	Hourly
Reports to:	Treasury Manager	Pay Grade:	307
Dept./School:	Business Services	Date Revised:	May 5, 2021

Primary Purpose

Prepare cash receipts for incoming funds, make deposits, and assist the Treasury Manager in monitoring daily, monthly and yearly cash flow activity for the district.

Qualifications**Education/Certification**

High School Diploma/GED

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Excellent organization, communication, public relations and interpersonal skills
- Experience with computer spreadsheet and word processing applications
- Knowledge of TEA account codes
- Knowledge of general accounting principals

Experience

Two (2) years general clerical or secretarial experience
 Two (2) years bookkeeping or cashiering experience
 Two (2) years' experience working with TEA account codes

Major Responsibilities and Duties

1. Prepare cash receipts for cash and checks received from various individuals and organizations within and outside the district.
2. Prepare bank deposits and arrange for delivery to depository bank.
3. Initiate wire and automated clearinghouse transfers to and from various entities for approval by the Treasury Manager. Verify the recorded information from such transfers.
4. Act as a liaison between the district and the depository bank for various banking products including account maintenance and information reporting.
5. Assist the Treasury Manager by accessing daily bank balance information.
6. Analyze monthly bank fees to ensure charges are in accordance with depository agreement.
7. Maintain responsibility for the accuracy of bookkeeping and other records of receipts and disbursements.
8. Maintain records and prepare reports as required by the Treasury Manager.
9. Create purchase orders for the Business Services Department.
10. Review the payment report from the Texas Education Agency for accurate posting of cash received from the Agency.
11. Review the daily bank reports for accurate posting of bank deposits.
12. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, printer, fax machine, copier, typewriter, adding machine and calculator

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate 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.