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| Job Title: | Assistant Treasurer | Wage/Hour Status: | Exempt |
| Reports to: | Treasurer | Pay Grade: | 103 |
| Dept/School: | Business Services | Date Revised: | October 16, 2024 |

Primary Purpose

Support the Treasurer in managing treasury activities for the District. This includes assisting with budgeting, financial reporting, accounting, and cash management. The Assistant Treasurer ensures accurate financial records, compliance with relevant regulations, and effective financial planning to support the organization's goals and objectives. Additionally, this role involves collaborating with various departments to provide financial insights and contribute to strategic decision-making.

Education/Certification

Bachelor's Degree in Accounting or Finance

Special Knowledge/Skills

- Knowledge of the Texas Education Agency Financial Accountability System Resource Guide
- Ability to apply accounting and auditing principles as required by the Texas Education Agency
- Knowledge of accounting principles and the application of these principles to public school finance
- Knowledge of data processing applications and data analysis
- Ability to compile and analyze policy, procedures, and interpret relevant laws
- Strong analytical, communication, public relations, presentation, and interpersonal skills
- Ability to multi-task, organize, plan and prioritize projects to attain goals

Experience

Five (5) years' experience in general accounting including: preparation of financial statements, audits, cost accounting, and general ledger

Major Responsibilities and Duties

1. Assist with maintaining the District Investment Portfolio
2. Assist with preparation of monthly, quarterly, and annual reports on the status and performance of the investment portfolio
3. Assist with maintaining current information and agreements with approved brokers/dealer and reviews appropriate financial statement information on a regular basis.
4. Ensure proper maintenance of documentation relating to bids and quotes or other information arising from the purchase, sale, or maturity of investments.
5. Verify bank charges and earning credit on bank account balances monthly.
6. Assist with monitoring collateralization of district bank balances.
7. Assist with the district's daily banking activities.
8. Assist with recording debt payment transactions.
9. Assist with the preparation of the information for the annual Continuing Disclosure Report for District debt.
10. Assist with documentation and reporting related to the issuance of debt using the Debt Book software program
11. Assist with preparation of schedules relating to cash, investments, revenue, debt service, and self-insurance in connection with the annual audit.
12. Assist with monitoring pledged securities filed and reconcile with reports from the district depository bank and third party safekeeper monthly.
13. Monitor and reports on the district's self-insured programs.
14. Assist with bank transactions to provide sufficient funds for payroll and account payable payments.

- 15. Assist with preparation of the District’s annual revenue, tax collection, and debt service budgets
- 16. Monitor state funding models and stays abreast of changes to school finance.
- 17. Assist with the calculation of the required tax rates and post the required Public Notices per State Truth-In-Taxation guidelines.
- 18. Assist with monitoring tax collections from the City of El Paso, and property appraisal values from the El Paso Central Appraisal District and the State Comptroller.
- 19. Assist internal and external auditors with the preparation of documentation and records for District audits

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and works 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: _____

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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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.