

Killeen Independent School District Job Description

Job Title: Treasury Clerk
Reports To: Treasury Specialist
FLSA Non-exempt
Status:

SUMMARY

Receives cash from customers or employees in payment for goods or services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Counts and sells Athletic and special events tickets within the Treasury Department.

Records amounts received via cash, check, credit card, wire and/or ACH.

Processes bank transfers for credit card items received, when necessary.

Responsible for daily courier pickup in the Treasury Department.

Balances cash/checks received and prepares bank deposits.

Orders supplies and processes request for payment for orders.
Answers telephones and callers' questions, or directs callers to appropriate individual or department.

Maintains files, boxes and send files to warehouse.

Prints, distributes and tracks Vendor and Payroll checks
Inserts appropriate remittance, ACH, and Direct Deposit information into outgoing Vendor and Payroll checks.

Reconciles and tracks ticket sales and prepares weekly reports for sporting event ticket sales.

Create and track invoices, monthly statements and credit card collection items for KISD Departments.

Assist Treasury Specialist with coordinating Varsity Football season to include but not limited to: Ticket orders, staffing scheduling couriers, event manager/supervisor.

Create Positive Pay files for District checking accounts.

Coordinates all department ordering for banking supplies, Athletic event tickets and check printing supplies.

Prepares and processes monthly sales tax reports from campus reports to state.

Reconciles General Ledger receivable accounts monthly; to include research and journal entries, if required.

Orders and maintains vault reserves (cash) for district petty cash and change funds for events.

Treasury Department liaison to ASB campus accounting software.

Researches discrepancies within the scope of the department to include: Invoicing, credit card receipts, tickets sales and inventory.

Coordinates collection and reconciliation of registration fees for summer athletic camps and special events.

Coordinates ticket sales for district wide special events, i.e. playoff games, tournaments, summer musicals, etc.

Acts as backup Cash Receipts Clerk – receipts, deposits, ticket sales.

Performs other such tasks that may be assigned by the Treasury Specialist.

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SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one to visitors and other employees of the school district.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 errors or less.

Revised Date: May 21, 2018

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