

Killeen Independent School District Job Description

Job Title: Treasury Specialist
Reports To: Controller
FLSA Status: Exempt

SUMMARY

Coordinates accounts receivable, procurement, and security of funds for the school district by performing assigned duties personally or through others in accordance with state and federal guidelines and district policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Performs compliance reporting for the district to state agencies (sales tax, unclaimed property, etc.)

Drafts, periodically reviews and updates policies, rules and procedures in area of responsibility.

Studies and standardizes procedures to improve efficiency of department.

Determines work procedures and prepares work schedules to expedite workflow.

Performs periodic and annual reconciliation of general ledger accounts: petty cash, receivables flowing through the accounts receivable system, sales tax payable, unclaimed property payable, returned check receivables, payroll overpayment receivables, and auction proceeds.

Ensures compliance with state/federal law and school district policies.

Assigns duties and examines work for exactness, neatness and conformance to policies and procedures.

Coordinates bank signature card updates for all district bank accounts.

Monitors district bank account balances and transactions daily.

Verifies bank transactions are recorded to the General Ledger in a timely manner.

Supervises the collection and receipting of all incoming district funds to include; accounts receivable, athletic ticket sales, revenues (state and local tax, summer school, food services, etc.), return meal money, transcripts, etc.

Manages Varsity Football ticket sales to include but not limited to: ticket orders, staffing, scheduling couriers, event manager/supervisor and staff training.

Supervises the collection of revenue and reconciliations for athletic events played within the KISD attendance zone.

Approves change fund orders from bank, verifies the vault reserves and researches deposit differences with the districts bank.

Manages the vault reserves and its security for the district.

Supervises the printing and distribution of vendor and payroll checks.

Manages the return check service provided to KISD for returned check collections.

Manages the armored car service provided to KISD for cash collection operations.

Writes bid specifications and analyzes bids for the depository and armored car contracts.

Performs the collection and distribution of unclaimed property (assets) from the district bank accounts to the owners or the state.

Assists with development and review of internal controls and departmental procedures.

Works with other departments, as necessary, to create efficient and accurate processes.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business Administration, Accounting or Finance and three years of related experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 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.