

**FAIRFIELD TOWNSHIP SCHOOL DISTRICT
CUMBERLAND COUNTY, NJ
HAS THE FOLLOWING ANTICIPATED CERTIFICATED POSITION OPENING
TREASURER OF SCHOOL MONEYS**

MINIMUM QUALIFICATIONS:

1. Employment as public school custodian of moneys as prescribed by law.
2. Bonded for faithful performance duties.
3. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
4. Required Criminal History Background Check and Proof of U.S. Citizenship or Legal Resident Alien Status.
5. Bachelor's Degree or Master's Degree in Business Administration
6. Business Administrator Certification preferred
7. Proficiency in Microsoft Office
8. Minimum 2 years' experience in Business setting including Public or Charter school preferred

REPORTS TO: Board of Education

JOB GOAL: To handle accounting for all receipts, expenditures, and bank reconciliations.

PERFORMANCE RESPONSIBILITIES:

1. Serves as the custodian of school moneys, to all bank accounts of the Board of Education and reconciles all bank accounts.
2. Reconciles payments of school moneys on warrants made payable to the person entitled to receive payment. Ensures that the object for which the warrant is issued is specified and that the warrant is signed by the board president, vice president, the board secretary/business administrator, and the superintendent/principal.
3. Reconciles school employee payrolls for the full amount of each payroll certified by the board president, the board secretary/business administrator; and the superintendent/principal. Reviews individual checks drawn on such accounts to each employee.
4. Keeps in the books provided for that purpose a record of the sums received and paid out by the school district in accordance with the bookkeeping system prescribed by the state board of education. This record must be up to date, accurately maintained and reconciled with bank statements monthly.
5. Renders a monthly report to the board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account.
6. Renders an annual report to the board (Deadline August 1st) at the close of the school year showing amounts received and disbursed during the school year, and files a copy of the report with the county superintendent.
7. Performs other such duties in fulfillment of his/her general responsibilities as may be required by law or prescribed by the board of education in accordance with the law.

TERM OF EMPLOYMENT: Part Time

SALARY: To be determined by the Board of Education

BENEFITS: None

SUBMIT COVER LETTER and RESUME, TO: employment@fairfield.k12.nj.us

Closing Date: Until Position is Filled

* * * * *FAIRFIELD TOWNSHIP PUBLIC SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER * * * * *

The FAIRFIELD TOWNSHIP Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status. The Board is committed to Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.