**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**School Treasurer**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The school treasurer’s position is to support school ministry by assisting the school with accounting, including depositing and remitting charitable contributions, and paying school expenses. The school treasurer is a member of the Seventh-day Adventist church and attends the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ church on a regular basis. The treasurer performs duties as assigned using initiative and sound judgment. Advises principal on specific area of responsibility. Requires knowledge of school policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the principal. Work is performed with limited supervision. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to the principal for help.

Essential Job Functions

The school treasurer’s responsibilities include, but are not limited to:

* Receiving and recording tuition and other fees and payments
* Preparing the weekly deposit, making the bank deposit, and receipting those deposits
* Keeping record of all funds
* Reviewing and paying all outstanding invoices and check requests from vendors and/or others
* Forwarding a copy of the school ledger to the conference office each month
* Preparing and distributing receipts on a regular basis
* Preparing monthly financial statements and reports for the school finance committee /board
* Working with the school finance committee in managing the student tuition assistance process
* Participating in drafting the annual school budget
* Preparing and/or providing all necessary documentation for the yearly audit of the school‘s accounting

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Knowledge and Skills

* Pays attention to detail and accurately maintains the school’s accounts
* Knowledge and willingness to use computer accounting program

Education/Experience

* General accounting knowledge
* Two or more years of experience in accounting preferred

Physical Requirements

* Must be able to read, speak, hear and write.
* Must be able to effectively communicate both orally and in writing.
* Some standing, walking, bending, kneeling, carrying of light items, etc. required.
* Must be able to sit for long periods.
* Occasionally lifting up to 25 pounds of office supplies is necessary

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**