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| ***Position Title:*** | Treasury Specialist |
| ***Payroll/Personnel Type:*** | 12 Month |
| ***Job #:*** | 201 |
| ***Reports to****:* | Director of Cash and Investments  |
| ***Shift Length:*** | 8 Hours a Day  |
| ***Union Eligibility:*** | Not Eligible  |
| ***Starting Salary:*** | $50,000 |

***Position Summary:***

The Treasury Specialist is responsible for maintaining accurate records of all sources of income and financial transactions within St. Louis Public Schools (SLPS). This role ensures the proper recording, reconciliation, and reporting of the district’s financial assets while adhering to local, state, and federal regulations.

***Essential Functions:***

* Record and maintain accurate financial transactions: Ensure each transaction is recorded on a cash receipt, send one copy to Data Processing, and retain another for filing. Enter transaction details into a spreadsheet for accurate tracking.
* Manage state and federal funds: Maintain accurate records of state monies received via wire transfer and other sources, including state contributions (e.g., desegregation plan, metro desegregation grants), and federal revenues such as court-ordered legal reimbursements.
* Track and record various income sources: Accurately record funds from local income sources (e.g., real estate taxes, tuition, fees, grants, and scholarships), as well as earnings from investments.
* Prepare deposits and balance receipts: Prepare deposit slips for checks, coins, and currency for daily bank deposits; balance receipts, run adding machine tapes on deposited checks, and ensure checks are stamped.
* Maintain accurate deposit records: Create a summary of cash deposits on a spreadsheet, verify deposit slips against bank statements, and make necessary corrections to Cash Receipts reports.
* Manage lunchroom funds: Input and balance lunchroom data for breakfast, lunch, and à la carte programs into spreadsheets for each school location.
* Process adjustments and returned checks: Adjust returned checks either by re-depositing or debiting the account in the FAS system and maintain a check log for off-cycle checks and adjustments.
* Generate and distribute reports: Send weekly and monthly deposit reports to schools showing credited deposits, and ensure financial data is accurately forwarded to the FAS System.
* Support check runs and deposits: Assist with the preparation of check runs, handle daily check deposits to the bank, and address stop payments and payroll concerns.
* Monitor daily bank activity: Pull daily bank activity reports through SinglePoint and verify deposits.
* Manage bid openings and documentation: Receive and stamp all bids, place them in the bid box for openings, and file backup documentation for cash receipts.
* Perform additional duties as assigned: Support other tasks as needed to ensure smooth financial operations for the district.

***Knowledge, Skills, and Abilities***:

* Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
* Ability to interpret instructions furnished in written or oral form
* Ability to effectively work and interact with others
* Requires attention to detail
* Ability to work with numbers continuously

***Experience*:**

* Specialized training in bookkeeping and record keeping

***Education:***

* High School Diploma or Equivalent (required)
* At least 60 college credits hours

***Physical Requirements***:

* Must be physically able to operate a motor vehicle
* Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
* Light work usually requires walking or standing to a significant degree

***Working Conditions and Environment***:

* Work is routinely performed in a typical interior/office environment
* Very limited or no exposure to physical risk

***Disclaimer:***

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

***Review/Approvals:***

Employee Date Immediate Supervisor Date

Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.***