



MISSISSINEWA COMMUNITY SCHOOLS
Extra-curricular Accounts Treasurer

Job Description:

Serves as Deputy Treasurer and Accounts Payable Coordinator for the corporation.

Responsibilities:

1. Process purchase orders, payment authorization vouchers and run extra-curricular checks
2. Process vendors, W9 information, 1099 information and reports
3. Process monthly trip spreadsheet
4. Collect money from all schools, count money, give receipts, deposit money in bank
5. Post official receipts in the computers with approved State Board of Accounts numbers
6. Balance ledger with financial and bank reports
7. Reconcile ECA bank statements
8. Process ECA end of month reports
9. Verify ECA month end totals with schools
10. File and maintain all paperwork pertaining to all ECAs
11. Prepare and compile all ECA reports for Indiana State Board of Accounts auditors (semi-annually)
12. Compile and process all textbook fees
13. Compile donations, grants and corporate sponsors for Board meetings
14. Assist Accounts Payable when needed
15. Keeps list of delinquent textbook fees; processes letters and collection notices as needed
16. Maintains confidentiality at all times
17. All other duties as assigned by the Director of Business and/or Superintendent
18. Evaluated by the Director of Business
19. 12-month position; benefits, vacations & holidays as per Classified Handbook

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)