

Job Description: Hooksett School District Treasurer

The Hooksett School District Treasurer is responsible for oversight and authorization of all payments made by the school district, and affirming the correctness of school district financial accounts. Payments to be made by the district are compiled every two weeks for a biweekly "check run", electronically signed by the Treasurer, and the bills and purchase orders for all payments are to be reviewed by a designated School Board Member. The Treasurer will be notified when payroll and accounts payable checks are ready to be issued and will approve the release of the checks. The Treasurer is expected to complete a monthly reconciliation of financial accounts, confirming income received by the district as well as outgoing payments are correct and align with supporting documentation. The Treasurer collaborates with the district Business Administrator in this work, and is also responsible for filing necessary reports to be in compliance with district and state directives. The position has a \$3,000 yearly stipend.