**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Cash Specialist</th>
<th>JOB CODE: 474B</th>
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<tr>
<td>DIVISION: Financial Services</td>
<td>SALARY SCHEDULE: Office Clerical/Technician Annual</td>
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<td>DEPARTMENT: Accounting Services</td>
<td>WORK DAYS: 238</td>
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<td>REPORTS TO: Accounting Manager</td>
<td>PAY GRADE: Rank VII (NCT7)</td>
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<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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<td>PRIMARY FUNCTION: Coordinates the deposits, recording, and distribution of up to $1.2 billion in cash receipts.</td>
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**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED; prefer college level courses in accounting; Associate Degree is desirable
2. Certification/License Required: None
3. Experience: 5 years of experience related to essential functions
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; accounting system knowledge; knowledge of and the ability to create spreadsheets; operate word processing applications; add, subtract, multiply, divide, and factoring

_The Board of Education and the Superintendent may accept alternatives to some of the above requirements._

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Prepares various spreadsheets and periodic reports for Accounting Manager, Director of Accounting and Chief Financial Officer.
3. Receives, records and classifies all incoming revenue funds from federal, state, and local governments, local schools and individuals.
4. Prepares journal entries for all District cash deposits and enters them into the accounting software system; prepares wire transfers and check requests as required.
5. Prepares all School District’s deposits for appropriate deposits to bank accounts; coordinates with other personnel to ensure timely depositing of all cash receipts; assists central office and school personnel with District accounting procedures.
6. Assists all administrative personnel with maintenance, technology, and other service requests; and serves as primary department office support contact.
7. Maintains and analyzes miscellaneous revenues from various sources i.e. cell towers, rental property, and open records requests; maintains responsibility for collections of funds owed to the District due to returned checks for insufficient funds.
8. Manages the employee’s break rooms vending account.
9. Prepares bank correspondence letter to update changes in authorized signers on the local school bank accounts for Accounting Manager signature.
10. Performs the duties of the Procurement Card Technician as her backup, when needed.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ____________

Signature of Supervisor ___________________________ Date ____________