

ASSISTANT DISTRICT TREASURER*Job Description*

The Assistant District Treasurer is appointed each year by the Board of Education at the organizational meeting.

The Assistant District Treasurer has the same authority to sign checks and authorize transactions as the District Treasurer. The Assistant District Treasurer is responsible for reconciling bank statements. Beyond this, the Assistant District Treasurer's specific duties are determined by the District Treasurer. The Assistant District Treasurer will fulfill the duties of the District Treasurer in his/her absence.