

April 10, 2025

This posting will end at 4:00PM on
Thursday, May 1, 2025
Re-Post*

TO: ALL SCHOOLS – PLEASE POST

FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools

RE: Internal Posting – Extraclassroom Treasurer CSEA Stipend 24-25 SY

Only personnel in the Finance Division are eligible to apply

At the present time the District has the following anticipated vacancies:

POSTING NAME: EXTR-CLASS

TITLE: Extraclassroom Treasurer CSEA Stipend

Responsibilities for the stipend position would include, but are not exclusive to:

- Year-end close with the external auditors to completion and issuance of the annual external audit report on the extraclassroom fund
- Prepare and submit to the BOE quarterly reports on the extraclassroom fund activity
- Review and approve all disbursement requests
- Enter cash receipts for all fundraising activity revenue received
- Review all fundraising request forms to ensure complete and compliant with guidelines; draft approval or denial memo for the district treasurer initials
- Maintain spreadsheet of all fund-raising activities by club each fiscal year
- Provide support to the faculty advisors and student treasurers as needed
- Coordinate any training for advisors
- Maintain and update as needed all forms used for extraclassroom procedures
- Work with the faculty advisor prior to end of year to determine if any clubs are ceasing activities (i.e. senior class) to have the club formally designate where any remaining available funds should be given (i.e. transfer balance to junior class)
- Enter payments for disbursements in WinCap and prepare documentation for the claims auditor.

Funding Source: General Fund

Internal candidates must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside of the posting.

PLEASE DO NOT E-MAIL directly to Ms. Leimer. Paper applications will not be accepted.

MEL:rg