

SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Board of Education and/or the Superintendent of Schools, an incumbent performs responsible financial record keeping for a school district as mandated by State Education Law. The incumbent of such position is required to submit periodic reports to the Board who formulates the financial policies of the District. Supervision may be exercised over the work of subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Implements and controls the adopted school budget;

Receives district's funds from various levels of government and other sources, and deposits same in the bank designated by the Board;

Signs all checks issued by the District;

Keeps a record of District receipts and disbursements;

Reconciles bank statements;

Maintains bond register and/or records of funds borrowed by District;

Submits reports of District's finances to Board;

Discusses accounting and financial problems with members of the Board and with responsible officials of the District;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern financial accounting and record keeping; good knowledge of the laws, regulations, procedures and policies related to school district finances; ability to follow oral and written instructions; ability to keep financial records and prepare reports; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer software applications such as spreadsheets, word processing, calendar, e-mail and database software; integrity; good judgment; physical condition commensurate with the duties of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and five (5) years of financial record keeping experience; or (b) satisfactory completion of 60 college credits in Accounting, Finance or a closely related field and two (2) years of experience as described under (a); or (c) a Bachelor's degree from a recognized college or university in Accounting, Finance or a closely related field.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Exempt
FAA9
1b

Job Class Code: S026