

SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining the official financial accounts and records of a school district. The work is performed according to procedures outlined by the New York State Education and Audit and Control Departments. Depending on the size of the district supervision may be exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as custodian of all school funds except in extra curricular accounts;
Reviews and checks bills and claims, and draws checks;
Receives money from Tax Collector, makes deposits and issues receipts;
Signs payroll and authorizes preparation of employee salary checks;
Posts to ledger accounts and reconciles bank statements;
Prepares financial reports and statements concerning school district finances for the Board of Education;
May act as Treasurer for a Board of Cooperative Educational Services;
Performs a wide variety of account-keeping tasks;
Discusses accounting and financial problems with school district officials;
Assists in the preparation of the annual budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of keeping and checking financial accounts and records; working knowledge of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions; ability to prepare and present precise oral and written reports; clerical aptitude; integrity; thoroughness; accuracy; good accounting judgment; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school and three years of experience in maintaining or auditing financial accounts and records; or any equivalent combination of experience and training.