

ASSISTANT SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the School District Treasurer, the incumbent oversees cash operations and daily cash management program, facilitates banking relationships, directly manages tax billing and collections and manages all receivables due to the district. The position works closely with the School District Treasurer and Director of Business Operations to develop and implement internal controls and cash management policies. The incumbent is assigned specific accounting management responsibilities related to the current and future development of departmental accounting systems. Supervision may be exercised over the treasury staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Monitors daily cash activity and position;
- Interacts with banking relationships;
- Initiates wire transactions;
- Plan, organizes and supervises the maintenance of a variety of financial records and clerical records and instructs subordinate staff in the specialized details of the work;
- Reconciles subsidiary ledgers to general ledger and prepares journal entires and adjusts journal entries as required;
- Works closely with the School District Treasurer to identify and implement automated processes for the collection of monies due to the District, including online payment options;
- Serves as the District Tax Collector and is responsible for managing all aspects of tax billing and collection;
- Coordinates with the district's banking institution and Capital Region BOCES to ensure timely billing and collection of property taxes;
- Analyzes tax assessment figures, adjusted base proportions and current tax levy amount to compute tax rate for residential and commercial taxpayers;
- Conducts daily tax office business by reconciling tax payments received/posted, maintaining tax records and addressing taxpayer inquiries related to tax concerns;
- Resolves tax problems and complaints in an equitable manner;
- Retains tax records for auditing and reconciliation purposes and makes necessary tax information available for audit;
- Prepares Tax Warrant and Tax Collection Report for the Board of Education;
- Prepares STAR (School Tax Relief) application to receive New York State funding;
- Processes tax adjustments caused by Supreme Court orders, small claims or assessment errors;
- Reports, in writing, to the District Treasurer, as requested and defined by law, collections, reductions and disbursements made during the fiscal year;
- Acts as District liaison when delinquent taxes are turned over to the County at the end of the collection period;

- Oversees the ongoing collection of delinquent taxes;
- Obtains tax roll, final assessment and proportions from City Assessor's Office;
- Assists in the development of short and long range cash management and financial plans;
- Gathers, interprets and prepares data for reports to the Board of Education and other district departments;
- Conducts research and prepares recommendations regarding operations, internal controls, etc.;
- Coordinates with internal accounting staff and external auditors regarding audits, management reports, analysis and corrective action plans;
- May serve as the Central Treasurer for Extra Classroom Activities Fund;
- Performs a wide variety of clerical account-keeping tasks;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of methods used in maintaining financial accounts and records;
- Good knowledge of personal computers and office equipment;
- Working knowledge of computer accounting software systems;
- Working knowledge of modern general, governmental and school district accounting, fiscal procedures and techniques including reporting and reconciliation;
- Working knowledge of the laws, regulation procedures and policies as they relate to school district finances;
- Ability to maintain and interpret accounts and records;
- Ability to gather, analyze and prepare financial reports and cash analyses;
- Ability to gather, analyze and summarize fiscal data and information;
- Ability to understand and carry out moderately complex oral and written directions;
- Ability to plan, direct and supervise the work of others;
- Ability to develop new operating procedures and effective fiscal policies;
- Ability to communicate effectively, both verbally and in writing;
- Attentiveness to detail;
- Tact and courtesy;
- Good judgment;
- Customer Service skills;
- Integrity;
- Confidentiality;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees

with a Bachelor's Degree (or higher) in business, accounting, or related field and three (3) years of progressive experience in accounting, school district treasury, banking or related field; **OR**

- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in business, accounting, or related field and five (5) years of progressive experience in accounting, school district treasury, banking or related field;
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).