

SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Deputy Superintendent for Finance and Finance Business Operations, the incumbent oversees treasury and cashier operations, oversees the cash management program, manages banking structure and relationships, manages tax billing and collections, all receivables due to the District. This position works closely with the Director of Business Operations and Deputy Superintendent to develop and implement internal controls and cash management policies. Supervision is exercised over the treasury staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as general accountant for all funds except special aid;
- Oversees all accounting reports;
- Maintains chart of accounts;
- Updates processes and forms as needed;
- Receives money from tax collector and makes deposits;
- Prepares monthly reports for the Board of Education and statements concerning district finances;
- Approves wire payments and may initiate wire payments when not approving;
- Monitors banking activity and cash flow;
- Reconcile accounts monthly;
- Monitors and analyzes trends in expenses and revenues;
- Prepares annual revenue and fund balance projections;
- Makes recommendations on annual reserve funding and overall funding level for each reserve;
- Reviews tax rate calculation and prepares annual tax warrant for Board of Education approval;
- Maintains debt service schedule;
- Prepares debt projections;
- Compiles information required for annual disclosure in collaboration with the districts fiscal advisor;
- Serves as point person with auditors;
- Manages state reporting and other mandated reporting;
- Oversees district billing;
- 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 modern general, governmental and school district accounting, fiscal procedures and techniques including reporting and reconciliation;
- Good knowledge of personal computers and office equipment;
- Good knowledge of computer accounting software systems;
- 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 identify fiscal problems and recommend solutions;
- Ability to communicate effectively, both verbally and in writing;
- Attentiveness to detail;
- Tact and courtesy;
- Good judgment;
- 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 Master's Degree in accounting, finance or related field and three (3) years of relevant experience, in which one (1) shall have involved keeping or auditing financial records; **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 a Bachelor's Degree in accounting, finance or related field and five (5) years of relevant experience, in which two (2) shall have involved keeping or auditing financial records; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).