

SCHOOL DISTRICT TREASURER

Code No.: 5-19-026
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an appointed officer of a school district responsible for overseeing all district fiscal transactions. The employee is custodian of all monies belonging to the district and ensures the accuracy of its financial records. The School District Treasurer must be bonded before assuming duties of the office to which the employee reports. Work is performed under general direction from a School District administrator. Supervision may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Maintains all district accounting records including general ledgers and journals, makes adjustments and entries as mandated by the General Municipal Law;

Writes and signs all checks for disbursement of District monies upon receipt of a signed warrant, certified payroll, or as otherwise authorized;

Receives all district account deposits and writes receipts;

Prepares bank deposits and deposits funds at designated bank(s);

Reconciles bank statements, general fund expense accounts, fund ledgers, county tax and payments;

Prepares financial summaries, annual, quarterly and monthly reports, reports on capital indebtedness, fixed assets, cash flow, deferred expenditures, etc.;

Conducts internal audits of the various financial records and prepares reports;

Analyzes cash flow, studies the market and recommends investment options to the administrator;

Assists in budget development by preparing projection of revenues from investments, anticipates financial needs;

Compiles confidential information for, and prepares, financial reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, procedures and practices of keeping and checking financial accounts and records; good knowledge of the laws, regulations, procedures and policies that affect School District finances; good knowledge of office terminology, practices and procedures; ability to prepare and present precise oral and written reports relating to School District monies; ability to analyze cash flow and recommend investments; supervisory ability; ability to utilize an automated accounting system and operate data entry and peripheral equipment; ability to conduct internal audits; ability to make financial projections for use in budget preparation; good judgment; honesty; integrity; thoroughness; health commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 13, 1987