

TREASURER

Code No. 3-01-095
NON-COMPETITIVE-County only
EXEMPT-Villages ONLY
Treasurer, pt exempt for Special Districts

DISTINGUISHING FEATURES OF THE CLASS: This is a position in a jurisdiction responsible for the collection and disbursement of all District monies determined by obligation. The employee is entrusted with custody of all District revenues when collected and deposited in financial institutions. Work further involves responsibility for the District's investment management activities. Work is conducted in accordance within appropriate sections of the New York State Educational Law. The employee reports directly to and works under general direction from the Assistant Superintendent and the School Board. Lead supervision is exercised over subordinate personnel. 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.)

Receives, deposits, and disburses district monies determined by obligation;

Supervises subordinate staff;

Provides written reports of receipts and disbursements;

Prepares and distributes financial reports;

Manages the investment of available funds;

Assists in the preparation of the annual budget;

Provides for the conduct of the annual independent audit;

Assists in preparing for collective bargaining activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the function of School District Treasurer; good knowledge of State and Local laws as related to the collection and disbursement of school district monies; good knowledge of the principles and practices of accounting and financial record keeping; good knowledge of financial investment opportunities; organizational skill; ability to analyze financial data; ability to prepare financial reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to utilize a computer; good judgment; integrity; accuracy; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

ADOPTED: November 14, 1991