

SCHOOL DISTRICT TREASURER

GENERAL STATEMENT OF DUTIES: Keeps record of finances of a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Board of Education and/or the Superintendent of Schools, performs responsible financial record keeping for a school district as mandated by State Education Law. The incumbent of such position is required to submit periodic reports to the Board who formulates the financial policies of the District.

EXAMPLES OF WORK: (Illustrative Only)

Implements and controls the adopted school budget;

Receives district's funds from various levels of government and other sources, and deposits same in the bank designated by the Board;

Signs all checks issued by the District;

Keeps a record of District receipts and disbursements;

Reconciles bank statements;

Maintains bond register and/or records of funds borrowed by District;

Submits reports of District's finances to Board;

Discusses accounting and financial problems with members of the Board and with responsible officials of the District.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern financial accounting and record keeping; familiarity with the laws, regulations, procedures and policies related to school district finances; ability to follow oral and written instructions; ability to keep financial records and prepare reports thereon; integrity; good judgment; physical condition commensurate with the duties of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a high school and three years of financial record keeping experience; or (b) two years of post high school education in financial record keeping and one year of experience as described under (a); or (c) a Bachelor's degree from a recognized college or university in Business Administration; Public Administration, Accounting, Finance or related field; or (d) any satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.