

Jurisdictional Class: Exempt or Competitive

Adopted: October 23, 2023

**SCHOOL DISTRICT TREASURER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for maintaining the official financial accounts and records of one or more school districts. The work is performed under general supervision in accordance with procedures outlined by the New York State Department of Education. Supervision may be exercised over the work of subordinate employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Acts as custodian of all school district funds except those in extracurricular accounts;  
Reviews and checks bills and claims and issues checks;  
Receives money from the school district(s) Tax Collector, makes deposits, and issues receipts;  
Signs payroll and authorizes preparation of employees' salary checks;  
Posts to ledger accounts and reconciles bank statements;  
Prepares financial reports and statements concerning school district finances for the Board of Education;  
May act as Treasurer for a Board of Cooperative Educational Services;  
Performs a wide variety of account-keeping skills;  
Discusses accounting and financial problems with school district officials;  
Assists in the preparation of the annual budget.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods of keeping and checking financial accounts and records;  
Good knowledge of modern business administration and budgetary practices and procedures of public personnel practices;  
Good knowledge of the laws, regulations, procedures, and policies as they relate to school district finances;  
Ability to readily acquire familiarity with the laws, policies, regulations, practices, functions, and personnel of the school districts;  
Ability to follow complex oral and written directions;  
Ability to prepare and present precise oral and written reports;  
Ingenuity and resourcefulness in handling administrative problems;  
Sound judgement.

**MINIMUM QUALIFICATIONS:** Graduation from high school or high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Math, Business, or related field; or
- (b) Successful completion of at least sixty (60) semester hours of study in a regionally accredited or New York State registered college or university in accounting, math, and/or business, and two (2) years of experience in auditing financial accounts; or
- (c) Four (4) years of experience in auditing financial accounts and records; or

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(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.