

JOB DESCRIPTION

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DISTRICT TREASURER

TITLE: DISTRICT TREASURER**MINIMUM QUALIFICATIONS:**

- A.) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration or Accounting and five (5) years of related experience; or
- B.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration or Accounting and two (2) years of related experience; or
- C.) Any equivalent combination of training and experience.

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; 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; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

SALARY GRADE:

As per agreement.

NORMAL WORK DAY:

As per agreement.

PRIMARY RESPONSIBILITY:

Responsible to the Business Manager for all District financial records.

KEY FUNCTIONS:

- 1) Prepare bank deposits, enter receipts, handle cash, and reconcile accounts with control ledgers and bank accounts.
- 2) Reconcile bank statement and prepare monthly Treasurer's Reports.
- 3) Reconcile bank statement, general fund expense accounts, fund ledgers, county tax payments, etc.
- 4) Maintain state aid schedule of payments.
- 5) Prepare all tax reports; including all quarterly/annual reports for Sales tax and IFTA.
- 6) Prepare all wire payments; including payroll entries and bond payments.

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- 7) Assist with internal audits and with the independent audit as required.
- 8) Analyze cash flow for short term investment and check the market for percentage and submit a recommendation to the Business Manager.
- 9) Maintain all bank accounts and transfer of funds as necessary to meet cash flow requirements on a weekly basis.
- 10) Handle all special bank transactions, adjustments, etc.
- 11) Manage all Student Activity accounts and work with the advisors to make sure all policies and procedures are followed accordingly.
- 12) Supervise the activities of the Tax Collector, receive deposit advice and maintains all tax accounts.
- 13) Use the financial software to record the annual budget, journal entries, year-end closings entries, etc.
- 14) Handle the organization and preparation of BOCES bids.
- 15) Complete the Medicaid Cost Report.
- 16) Invoice vendors for any account receivable; including the shared transportation facilities.
- 17) Monitor and code the BOCES bill on a monthly basis.
- 18) In emergency or absence of Accounts Payable clerk and/or Payroll Clerk, perform the duties of that position.
- 19) Perform other duties as assigned by the Business Manager.