

School District Treasurer Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Exempt

Approved: School Board Action

By: SE, Deputy Commissioner of Personnel

PREFERRED QUALIFICATIONS:

(a) Possession of an Associates degree in accounting; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of accounting or bookkeeping experience; **OR**

(c) Any combination of training and experience equal to or greater than that specified above and that is acceptable to the school district making the appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: This is an Exempt Class civil service position serving in an "at will" role. If an applicant does not meet the qualifications outlined above, the Superintendent of Schools may appeal on behalf of a candidate to the Commissioner of Personnel. However, Personnel Staff will be using the preferred qualifications specified above for initial application review.

DISTINGUISHING FEATURES OF THE CLASS:

School District Treasurer is an exempt class "at will" civil service appointment. The employee will serve at the direction and pleasure of the Superintendent of Schools. The work entails managing all financial accounts for a given school district, including cash management, purchasing, accounts payable, accounts receivable and fund accounting. The incumbent will work under the direct supervision of a School Business Administrator or appropriate staff of the Central Business Office at T-S-T BOCES. Supervision of others is not a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills or invoices;
- Tracks audits and monitors a variety of accounts; verifies adjustments are made to correct allocations and issues reports as required;
- Prepares more complex financial or statistical summary reports; checks for accuracy of computations and prepares daily, weekly and monthly reports which are compiled into summary reports or claims for federal or state reimbursements;
- Prepares funds for deposit into book accounts; reconciles accounts and prepares reports from information;
- Contacts clients, vendors or other agencies to obtain additional information;
- Provides information orally or in writing in response to inquiries on status of accounts;
- Processes, sorts, indexes, records and files a variety of control records and reports;
- May assist in preparation of figures and reports for use in budget preparation;
- May perform complex payroll transactions or may process the payroll for an entire department and prepare all related reports;
- Operates a calculator and other office equipment as necessary;
- Works from a rough draft or from data which is personally developed to prepare accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other material using a laptop or personal computer;
- May be required to edit and update web pages.
- May perform other general business office functions using financial software such as purchasing, extra-class maintenance, etc.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of office terminology, procedures, equipment and business English;
- Ability to independently plan and carry out account keeping work;
- Ability to make more difficult arithmetic computations involving fractions, decimals, averages and percentage accurately;
- Ability to organize and maintain accurate records and files;
- Ability to analyze and organize data and prepare records and reports;
- Ability to understand and interpret complicated oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Integrity and good judgment are required.
- The employee's physical condition shall be commensurate with the demands of the position.

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