

Jurisdiction: Ithaca City School District

Jurisdictional Class: Exempt

Adopted: 07/17/03

Revised: 09/07/22

TREASURER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs the duties of a School District Treasurer as outlined in Section 2503 of the New York State Education Law. The Treasurer is appointed by the Board of Education and serves at the pleasure of the Board. The daily work is performed under the general supervision of the Assistant Superintendent for Business Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Deposits all public funds of the district in Board-approved depositories and maintains cash balances for maximum interest earnings;

Disburses funds in payment of District obligations;

Maintains cash flow forecasts and information;

Posts ledger accounts, balances accounts and reconciles bank statements;

Issues District invoices and pursues collection of funds;

Maintains District Trust and Agency Funds;

Utilizes computerized accounting system, databases and spreadsheets for recording, analyzing and reporting financial information;

Maintains district records and files in an organized manner which allows for prompt access to current information and information from previous years in accordance with record retention requirements;

Prepares and submits monthly financial statements to the Board, Superintendent and Assistant Superintendent for Business Services;

Works with the school district internal auditors in reviewing the school district warrants for accuracy;

Consults with the independent auditors regarding proper accounting procedures and prepares various financial reports for use by the independent auditors and the Annual Financial Report to the State of New York;

Maintains banking relationships;

Issues District property tax invoices, receives tax payments, returns unpaid taxes to enforcement agencies, resolves taxpayer payment issues, and prepares required reports for filing with state agencies;

Performs special financial projects as may be assigned by the Superintendent or Assistant Superintendent for Business Services.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of fund accounting and financial regulations that apply to school districts; thorough knowledge of financial matters as they apply to taxation; thorough knowledge of banking, investments and interest; thorough knowledge of the methods used in keeping and checking financial records and reports; good knowledge of office terminology, procedures and equipment; good knowledge of business English and arithmetic; good knowledge of computerized accounting systems, including spreadsheet, database and word processing software; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to deal effectively with the public; good judgment in solving complex accountkeeping problems; a high degree of accuracy; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (advisory only): The position of Treasurer is in the exempt class, so there are no prescribed minimum qualifications. The following qualifications are recommended, but not required:

- A. Possession of a Bachelor's Degree in Accounting or a closely related field with similar course curriculum and two (2) years of experience in maintaining financial accounts and records; or
- B. Possession of an Associate's Degree in Accounting or a closely related field with similar course curriculum and three (3) years of experience in maintaining financial accounts and records; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in maintaining financial accounts and records; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees 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 and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.