

# POSTING: SCHOOL DISTRICT TREASURER



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**Civil Service Title:** Treasurer

**Civil Service Classification:** Exempt

**Salary:** To commensurate with experience

**Job Description:**

The School District Treasurer shall be the chief accounting officer and the custodian of all monies belonging to the district from whatever source derived. The treasurer shall be appointed by the Board of Education at the Annual Re-Organizational Meeting and shall hold office at the pleasure of the Board. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- A. Acts as custodian of all moneys belonging to the School District;
- B. Reconciles and reviews all records and reports as may be properly required to afford the District an acceptable and co comprehensive financial accounting of the use of its moneys and financial transactions;
- C. Signs all checks draw on District fund accounts provided that the District's Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the District's funds;
- D. Reconciles all District bank accounts monthly;
- E. Compiles monthly financial reports and other information as requested for the Board of Education;
- F. Completes annual reports as required by the NYS Education Department and/or the Comptroller's Office; and,
- G. Assumes other duties customary to the office;
- H. Assumes other duties as requested by the Board of Education or the Assistant Superintendent of Business, Finance and Operations.

**Preferred Requirements:**

- 4 year degree
- Experience with School Business finance

Interested candidates should submit a letter of interest and resume to Sara E. Klimek, Chief Human Resources Officer, via email at [employment@uticaschools.org](mailto:employment@uticaschools.org) by May 19, 2024.