

DEPARTMENT: SCHOOLS  
CLASSIFICATION: EXEMPT  
APPROVED:

SCHOOL DISTRICT TREASURER

**DISTINGUISHING FEATURES OF THE CLASS:** Work calls for the exercise of mature judgment in maintaining a record of and reporting on the finances of a school district. Employees in this class are under general supervision of the Board of Education which formulates policy and checks on work by means of periodic reports. Keeps an accurate record of the finances of a school district. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Receives and acknowledges district funds and makes deposits.
2. Maintains cash book in which an itemized record of all receipts and payments are entered.
3. Discusses financial problems with board.
4. Signs checks to pay district obligations.
5. Prepares reports and statements concerning district finances.

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

Some knowledge of methods used in keeping financial accounts and records; some knowledge of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions and to prepare reports and other materials; integrity; good judgment and good address. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State Equivalency diploma;

**AND:** Three (3) years of general business experience, of which one (1) year shall have involved keeping or auditing financial records.