

## **DISTRICT TREASURER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible technical administrative work of a moderately complex nature performed under the direction of the local school Board of Education. The work involves accountability for the receipt and disbursement of money and the independent performance of financial and related record keeping tasks. The work is performed in accordance with the standard set forth in Section 2130 of the New York State Education Law. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Signs authorized checks for the school district;  
Receives and deposits monies from all appropriate sources in duly designated banks;  
Maintains records of all receipts and disbursements;  
Renders regular financial reports to the Board of Education and other agencies as required;  
May verify monthly bank statement reconciliation.

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

Thorough knowledge of accounting principles, practices, procedures and techniques; ability to make sound financial investments; ability to maintain comprehensive financial records.

**MINIMUM QUALIFICATIONS:** Qualifications will be determined by the appointing authority.