



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **SCHOOL DISTRICT TREASURER**  
Jurisdictional Class: Exempt  
Civil Division: Schools  
Adoption: CSM 04/13/05  
Revised: CSM

---

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work in this classification involves responsibility for maintaining an accurate record of the finances of the School District. The work is performed under the general supervision of the Board of Education, which formulates policy and reviews work by means of periodic reports submitted by incumbent. Employees in this class must be bonded. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Receives and acknowledges district funds and makes deposits;  
Discusses accounting and financial problems with superiors;  
Prepares reports and statements concerning district finances;  
Maintains cash control records with itemized record of receipts and payments;  
Signs checks to pay district obligations;  
Provides monthly reports to the Board of Education as required by the Commissioner's Regulations regarding Cash Reconciliation and Budget Status;  
Performs a wide variety of clerical account keeping tasks;  
Files posting media and miscellaneous accounting documents;  
Uses a data-entry keyboard or micro-computer to enter and retrieve data from computer files;  
Performs related work as required.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 and understand oral and written instruction;  
Ability to prepare correspondence, reports, and other materials;  
Ability to maintain records and prepare reports;  
Ability to establish and maintain effective working relationships with others;  
Integrity and good accounting judgment;  
Clerical aptitude;  
Physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a general equivalency diploma and three years of general business experience at least one of which shall have involved keeping or auditing accounts.