Civil Service Title: **DEPUTY SCHOOL DISTRICT TREASURER**
Jurisdictional Class: Competitive
Civil Division: School Districts
Adoption: CSM   02/13/19
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:
This position involves responsibility for assisting the School District Treasurer in maintaining school district financial records. The position involves moderately complex clerical work requiring independent performance of financial accounts and record keeping duties. The work may require decision making as to methods to be used and the classification of records and accounts. Work is performed under the general supervision of the School District Treasurer with leeway allowed for the exercise of independent judgment in performing the duties in accordance with established policies and procedures. Supervision is not generally a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Assists the School District Treasurer in maintaining accounting records in conformance with the
    Uniform System of Accounts as prescribed by the Comptroller of the State of New York in accordance
    with Section 36 of the General Municipal Law;
Keeps accounting records up to date and available for auditing, general budget purposes and preparation of
    accounting records;
Maintains books of original and final entry for general fund, school lunch fund, trust and agency fund and
    fixed assets funds;
Tracks monthly COBRA health insurance payments;
Coordinates New York State textbook loan program with non-public schools within the Auburn Enlarged
    City School District;
Initiates requisition of purchase orders for textbooks, library materials and software for non-public schools;
    Assists in budget development including forecasts of payroll expenses and other financial information;
Operates calculator, micro-computer, computer terminal, check writing machine and other related office
    equipment;
Collects taxes and maintains and balances daily record of monies received with tax bill receipts during
    school property tax collection period;
Provides school property tax information;
Disburses monies upon the receipt of signed warrant or a duly certified payroll;
Assists with annual independent audit of general purpose accounts, single audit, and audit of extra-classroom
    activity funds;
Deposits monies received in designated banks as authorized by the board of education;
Prepares bank reconciliation statements for presentation to the board of education;
Prepares, submits and files state and federal quarterly and annual employment tax reports;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practice of general and governmental accounting;
Good knowledge of office terminology, practices and procedures;
Good knowledge of modern methods used in keeping and checking financial records and reports;
Good knowledge of business arithmetic and English;
Ability to prepare and analyze complex financial and statistical records, reports and statements;
Ability to make arithmetic computations rapidly and accurately;
Ability to understand and carry out complex oral and written instructions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A)   Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting, economics, finance, public or business administration or a closely related field including 18 semester credit hours in accounting and two years of experience in maintaining and/or auditing financial accounts and records; or

(B)   Graduation from high school or possession of an equivalency diploma and four years of experience in maintaining and/or auditing financial accounts and records; or

(C)   An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT(S): None