



Victor Central School District

Human Resources Office

953 High Street, Victor, New York 14564

(585) 924-3252 (585) 742-7023 (F)

JOB DESCRIPTION

POSITION: District Treasurer

REPORTS TO: Assistant Superintendent for Business

STATEMENT:

The treasurer of a school district shall be the chief accounting officer and the custodian of all monies belonging to the district from whatever source derived.

JOB DESCRIPTION:

1. Maintains responsibility as custodian of all monies belonging to the school district.
2. Deposits, records and prepares deposits daily, all monies received, in banks designated by Board of Education and documents and records transfers between these funds as needed.
3. Maintain strict controls over all banking functions to ensure blocks, filters, dual approvals, multi-factor authentication and all other security features are in place to protect the district bank accounts from fraudulent activity.
4. Disperses monies only upon receipt of a signed warrant, duly certified payroll, or debt schedule.
5. Preparation and production of monthly treasurer and budget status reports.
6. Prepares invoices, district billings; maintains accounts receivable.
7. Secures information from all foster care facilities and families and sends letters of responsibility to the district or origin for each foster care student.
8. Posts interest received and prepares bank reconciliations monthly.
9. Assists the Assistant Superintendent for Business in the preparation and accumulation of data for budget development and negotiations.
10. Complete quarterly sales tax reporting for School Lunch Program, yearly sales tax for Extra Class Activity funds, quarterly Federal 941 and quarterly NYS 45 payroll tax reporting, and submit payroll taxes to NYS and IRS every payroll.
11. Maintains state aid schedule of payments and assists in the preparation of state aid reports including the ST-3 and supplemental schedules
12. Maintains, reviews and verifies complex account keeping records for accuracy, completeness and extension.

13. Prepares routine and periodic reports of information taken from journal entries, reports and other entry media.
14. Verifies revenues, expenditures, and encumbrances to develop accurate fund balance projections.
15. Invest idle funds to maximize interest revenue in accordance with the comptroller's regulations and school law.
16. Reconciles and audits tax collections and deposits.
17. Prepares a monthly report for Assistant Superintendent for Business of year-to-date expenditures, revenues, and projections to year end.
18. Prepares financial reports for Federal/State/Local Grants including FS-10F and FS-25.
19. Monitors Grant expenditures and notifies the appropriate Administrator to ensure compliance with the approved Grant budget and the district maximizes the use of Grant funds.
20. Responsible for additional state financial reporting such as the ESSA transparency and Maintenance of Effort reports, and other related reporting requirements.
21. Responsible for capital project accounting and assisting with the filing of state forms and reports along with municipal advisors
22. Preparation of annual financial statements along with independent auditors
23. Assumes such other responsibilities as deemed necessary by the Superintendent of Schools, Assistant Superintendent for Business, Superintendent of Schools and the Board of Education.

QUALIFICATIONS:

1. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degrees in Accounting or a closely related field with similar course curriculum and one (1) year experience in maintaining financial accounts and records; OR
2. Graduation from a regionally accredited or a NYS registered two (2) year college or business school with an Associate's degree in accounting or a closely related field with similar course curriculum and three (3) years experience in maintaining financial accounts and records.
3. Candidate must have a good knowledge of keeping and checking financial accounts and records including double entry accounting, fund accounting; good knowledge of the laws, regulations, procedures and policies that affect School District finances.
4. Effective communication skills and the ability to present oral and written reports.
5. Candidate must have the ability to work collaboratively with a team, possess excellent organizational skills and demonstrate good judgement.

Salary: Minimum starting salary \$75,000/year (Negotiable based on experience)