

## SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical work of a moderately complex nature, involving accountability for the receipt and disbursement of money and the maintenance of financial accounts and related records. Work is performed in accordance with established policies and procedures, in accordance with the standards set forth in Section 2130 of the New York State Education Law. General direction is provided by the local Board of Education, with considerable exercise of independent judgment required in carrying out details of the work. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

MINIMUM QUALIFICATIONS:

Qualifications determined by appointing authority.