

DEPARTMENT: NORTH TONAWANDA SCHOOL DISTRICT
CLASSIFICATION: EXEMPT
APPROVED: 2/21/96

SCHOOL DISTRICT TREASURER
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the exercise of good business judgment in carrying out an established routine involving the record keeping, custody, deposit, withdrawal and/or investment of school district finances. Employees in this class are under general supervision of the Board of Trustees or Board of Education, which formulates policy and checks on work by means of periodic reports. Employees in this class must be bonded. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and deposits money from tax collectors;
Draws and signs checks;
Discusses accounting and financial problems with superiors;
Files posting media and miscellaneous account documents;
Prepares reports and statements concerning district finances;
May invest moneys as directed by Board of Education or Business Manager;
Ensures timely deposits of funds to cover bond interest due and payable;
Performs related duties as assigned by Board of Education.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the laws, rules, regulations, procedures and policies as they relate to school district finances;
Good knowledge of the methods used in keeping financial accounts and records;
Ability to prepare comprehensive financial and statistical reports;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

To be determined by the appointing authority at time of appointment.