

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** ASSISTANT SCHOOL DISTRICT TREASURER

**TITLE #:** 1924

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves assisting the School District Treasurer in administering the business management and accounting activities of a school district. This is moderately difficult technical work which involves high-level account keeping responsibility for the receipt and disbursement of money and the maintenance of financial accounts and records. The work is performed under the general supervision of the School District Treasurer and/or designated Assistant Superintendent. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Keeps record of finances for the school district, does related work as required, assists as needed or in the absence of the School District Treasurer;

Receives district's funds and makes deposits into designated bank;

Reconciles accounts to appropriate reports and balances accounts;

Prepares and submits monthly financial statements and treasurer's reports to the Board of Education;

Acts as Fiscal Officer in the absence of the School District Treasurer;

Supervises the posting of payroll and benefits;

Operates calculating, computing or other office machines including computer applications such as spreadsheets, word processing or other automated computer software systems;

May be responsible for annual fiscal reporting to the New York State Education Department via the annual ST-3 entered in the NYS Management System;

May perform budget projections;

Performs a variety of related activities as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good working knowledge of methods used in keeping financial accounts and records; good knowledge of the use of computers in the application of work processing, spreadsheets, and database management relative to accounting functions, ability to interpret, keep current on updated laws, policies, contract, etc.; ability to follow oral and written instructions; ability to keep financial records and prepare reports thereon; integrity; good accounting judgement; accuracy; thoroughness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Possession of a Bachelor's degree or higher which shall have included at least eighteen (18) college credits in accounting or closely related field; OR
- B) Possession of an Associate's degree or completion of sixty (60) college credits, which shall have included at least eighteen (18) college credits in accounting or closely related field and two (2) years of experience in maintaining and/or auditing financial accounts and records.

**Note:** Your degree and/or college credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credits was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**JURISDICTIONAL CLASS:** Competitive.

ADOPTED: 8/9/2022 AT