

Duanesburg Central School District

Deputy School Treasurer Human Resources/Payroll Job Description

Purpose: In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks.

Responsible to: Assistant Superintendent of Management Services or his/her designee.

Payment Rate: Per DSSA Contract

Qualifications:

- 2-year degree from an accredited institution of higher learning in accounting, finance, business, or related field.
- 2-years experience in a position of similar magnitude, which shall have involved keeping or auditing financial records.

Essential Functions:

Under the direction of the School Business Official, the incumbent oversees human resources records, assists with cash management programs, assists the Business Official in banking structure and relationships, manages tax billing and collections, all receivables due to the district, and year-end processes. Oversees onboarding, bi-weekly payroll, benefit records, salary analysis, staff attendance, audits, civil service, retirement system, open enrollment, W-2 processing, and other staff related calculations and records. This position works closely and under direction of the School Business Official to develop and implement internal controls, manage personnel records, payroll, and cash management policies.

Responsibilities:

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- a. Acts as custodian of all moneys belonging to the School District and lawfully deposits these moneys in the depositories designated by the Board;
- b. Pays all authorized obligations of the District as directed, including payments of bond principal and interest;
- c. Maintains proper records and files of all checks, and approved payment of bills and salaries;
- d. Makes all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
- e. Signs all checks drawn on District fund accounts provided that the District's Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the

- District's funds;
- f. Safeguards either his/her electronic signature and/or the check-signing machine and signature plate, personally overseeing all preparation of checks;
 - g. Assumes responsibility for all functions related to Payroll and HR clerical functions.
 - h. Assumes other duties customary to the business office.

Required Knowledge, Skills, Abilities and Personal Characteristics:

- Excellent project management skills
- Excellent interpersonal skills
- Thorough knowledge of methods used in maintaining financial accounts and records
- Thorough knowledge of modern general, governmental and school district accounting fiscal procedures and techniques including reporting and reconciliation
- Thorough knowledge of personal computers and office equipment
- Thorough knowledge of computer accounting software systems
- Working knowledge of the laws, regulation procedures and policies as they relate to school district finances
- Ability to maintain and interpret accounts and records
- Ability to gather, analyze and prepare financial reports and cash analyses
- Ability to gather, analyze and summarize fiscal data and information
- Ability to understand and carry out moderately complex oral and written directions
- Ability to plan, direct and supervise the work of others
- Ability to develop new operating procedures and effective fiscal policies
- Ability to identify fiscal problems and recommend solutions
- Ability to communicate effectively, both verbally and in writing
- Attentiveness to detail
- Must possess integrity and the ability to maintain confidentiality

Terms of Employment:

Twelve-month work year. Salary to be established by the Board.

Education Law Sections 2122, 2130 and 2523

Local Finance Law Sections 163 and 165

8 NYCRR Sections 170.2(g), 170.2(o) and 170.2(p)

9 NYCRR Section 540.4