

OFFICIAL POSTING – ANTICIPATED VACANCY

CATSKILL CENTRAL SCHOOL DISTRICT

Central Administration

Catskill, New York 12414

Posting Date: May 5, 2021

This official posting of openings is in conformance with all New York State Laws, Local Laws and Labor Regulations.

ANNOUNCING THE FOLLOWING ANTICIPATED VACANCY

School District Treasurer

Overview of position: Under the supervision of the School Business Official and the Board of Education, the District Treasurer is regarded as a highly important technical position involving responsibility for the accounting of fiscal operations of the School District. The work is performed in accordance with general and specific instructions outlined by the Board of Education and the School Business Official, permitting considerable latitude for the exercise of technical accounting judgment in the classification of accounts and preparation of reports. Difficult technical or policy problems are referred to the School Business Official and Superintendent, or review of judgment when recommendations are initiated. Direct supervision is exercised over the work of subordinates engaged in the more routine phases of the work.

The School District Treasurer serves at the pleasure of the Board and is appointed annually by the Board of Education.

Knowledge, Abilities and Responsibilities including but not limited to:

- Ability to plan, assign and supervise the work of account keeping and clerical staff as needed. Ability to deal effectively with the public and give detailed oral presentations as needed.
- Knowledge and experience managing daily school business operations including general ledger accounting, payroll, budgeting, employee benefits, grants management, BOCES services/operations, and contract administration.
- Ensure double entry accounting records for all School District funds and accounts, including subsidiary ledgers using school accounting software (nVision).
- Periodically determines cash balance of School District funds.
- Assists in classifying expenditures in accordance with established codes.
- Review trial balances and a variety of financial reports and statements for the Superintendent, Board of Education, and local, state, and federal agencies.
- Maintains control accounts in a general ledger.
- Assists in payroll preparation of all funds.
- Assists in financial planning including budget control and budget compilation.
- Revises, systematizes and installs account-keeping methods and procedures.
- Review ledgers of revenue received with bank statements.
- Conducts business correspondence in connection with financial matters.
- Creates and prepares spreadsheets as assigned by the Superintendent and Board of Education.
- Ability to understand and carry out complex oral and written directions.
- Thorough knowledge of modern principles and practices of accounting,

- primarily fund accounting.
- Ability to prepare and maintain accurate accounting records, reports, and correspondence utilizing various computer programs.
- Ability to analyze financial accounting records and draw logical conclusions therefrom.
- Initiative and resourcefulness in the solution of complex accounting problems.
- Maintain control of capital fund accounts for ongoing capital projects.

Qualifications: Minimum three years public school district or other municipal experience as an accountant or deputy treasurer. Degree in business administration, accounting, or related field preferred.

Compensation: Regionally Competitive

Effective: As soon as practicable

Deadline: May 19, 2021

To apply: Must submit an employment application, resume, letter of interest, and five current references to:

Dr. Ronel Cook, Superintendent
343 West Main Street
Catskill, NY 12414
518-943-7116 Fax
mfavicch@catskillcsd.org

Fingerprint clearance required. Employment applications can be downloaded at www.catskillcsd.org

The Catskill Central School District is an equal opportunity employer and offers employment and educational opportunities without regard to race, color, national origin, creed, religion, marital status, sex, age disability, sexual orientation, genetic information or any other characteristic prohibited by NYS or Federal Law. Employees who will reasonably be expected by such covered school to provide services which involve direct contact, meaning in person, face-to-face communication or interaction, with students under the age of 21.