

DEPUTY SCHOOL DISTRICT TREASURER

413-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the School Business Manager/Treasurer in maintaining school district financial records. The position involves moderately complex work requiring independent performance of financial accounts and record keeping duties. The work may require decision making as to methods to be used and the classification of records and accounts. The work is performed under the general supervision of the School Business Manager/Treasurer with leeway allowed for the exercise of independent judgment in performing the duties of the position in accordance with established policies and procedures. Supervision can be delegated in the absence of the School Business Manager/Treasurer.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assist the School Business Manager in maintaining accounting records in conformance with
Uniform System of Accounts as prescribed by the Comptroller of the State of New York
in accordance with Section 36 of the General Municipal Law.

Keeps accounting records up to date and available for auditing, general budget purposes:

Administers employee payroll, collects bi-weekly timesheets, calculate bonuses & allowances;

Prepares employees compensation by the end of each payroll using district software;

Schedule bank payments or hand out paychecks directly to employees;

Distribute payment statements and gather signed receipts (digital or paper);

Report on payroll expenses;

Ensure wages and tax withholdings comply with regulations;

Enter new employees' data (e.g. bank accounts and tax identification numbers) into internal databases;

Answer questions about compensation, benefits, taxes, and insurance deductions;

Administers employee benefits, including Affordable Care Act (ACA) compliance, enrollment of staff in district health insurance plans/options, including HAS/HRA/403B plans;

Administer supplemental insurance plan Cobra, and establishes and tracks Retirees' monthly health payments;

Reconciles billing for various plans and all Health Insurance accounts;

Inputs purchase requisitions for all district needs, request quotes, completes purchase orders and institutes order placement

Maintains vendor contact to ensure timely delivery;

Coordinates receipt of items and initiates delivery;

Assists in budget development including forecasts of payroll expenses and other financial information;

Operates calculator, micro-computer, computer terminal, check writing machine and other related office equipment;

Provides school property tax information;

Disburses monies upon the receipt of signed warrant or a duly certified payroll;

Assists with annual independent audit of general purpose accounts, single audit, and audit of extra-classroom activity funds;

Calculates, reconciles and pays NYS Sales Tax for extra classroom activity funds and school lunch fund;

Deposits monies received in designated banks as authorized by the board of education;

Prepares bank reconciliation statements for presentation to the board of education;

Prepares, submits and files state and federal quarterly and annual employment tax reports;

Performs other duties of the business office as needed;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS:

Good knowledge of the principles and practice of general and governmental accounting; Good knowledge of office terminology, practices and procedures; Good knowledge of modern methods used in keeping and checking financial accounts and reports; Good knowledge of basic arithmetic; Ability to prepare and analyze complex financial and statistical records, reports and statements; Ability to make arithmetic computations rapidly and accurately; Ability to understand and carry out complex oral and written instructions. working knowledge of the laws, regulations, procedures and policies established by the school district; integrity.

MINIMUM QUALIFICATIONS Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Economics, Finance, Public or Business Administration or a closely related field and two (2) years of experience in maintaining and/or auditing financial accounts and records, one (1) year of which must have been in a supervisory capacity; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Economics, Finance, Public or Business Administration or a closely related field and four (4) years of experience in maintaining and/or auditing financial accounts and records, one (1)

year of which must have been in a supervisory capacity; or

- (C) Graduation from high school or possession of an equivalency diploma and six (6) years of experience in maintaining and/or auditing financial accounts and records, one (1) year of which must have been in a supervisory capacity.

NOTE: Your degree or 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan: 3/25/2025 (Edu)