

ASSISTANT DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult technical work which involves high-level account keeping responsibility for the receipt and disbursement money and the maintenance of financial accounts and records. The work is performed under the general supervision of the District Treasurer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains a monthly spread sheet of General Fund Receipts and Disbursements and reconciles same with bank accounts;
Places unencumbered school funds into income producing investments;
Assists District Treasurer in the offering, bidding and marketing of Notes and Bonds for General and Capital Fund purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting principles, practices, procedures and techniques; ability to make sound financial investments; ability to maintain comprehensive financial records.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of diversified account keeping experience; or
2. An Associate's degree or equivalent college credits (a minimum of sixty (60) credits) that included or was supplemented by a minimum of nine (9) credits in Accounting, Finance, Business Administration, or comparable curriculum, may be substituted for two (2) years of the required experience.
3. A Bachelor's degree in Accounting, Finance, Business Administration or comparable curriculum shall be deemed fully qualifying.

R.C.D.P. (12.19.1983) 04.22.2015
Competitive
(Part-Time is Non-competitive in Nyack Public Schools)