Newburgh Enlarged City School District

Job Description

**TITLE:** Treasurer

**REPORTS TO:** Assistant Superintendent of Finance

**QUALIFICATIONS:** Either:
(A) Three years of general business experience of which one shall have involved bookkeeping or auditing financial records OR;
(B) A Bachelor's degree from a recognized college or university in Business Administration; Public Administration, Accounting, Finance or related field; OR;
(C) Any satisfactory equivalent combination of the foregoing training and experience

**JOB GOAL:** Is responsible for keeping an accurate record of the finances of a school district; does related work as required.

**SPECIAL SKILLS & KNOWLEDGE**
1. Financial management skills required.
2. Excellent communication skills required; ethical approach to business required.
3. Experience in the oversight of grants and funded programs.

**DUTIES & RESPONSIBILITIES**

**Accounting**
1. Process journal entries (approximately 500 per year)
2. Process accruals for health insurance, workers' comp, and retirement across funds
3. Reconcile bank statements for general fund, scholarship fund, capital reserve, payroll and student activities fund.
4. Balance due to/due from
5. Monitor and respond to Positive Pay requests
6. Initiate wire transfers
7. Supervise Senior Account Clerk
8. Prepare monthly Treasurer's Report
9. Review online bank accounts daily; track state aid payments
10. Prepare/file quarterly payroll reports, Forms 941 and NYS-45
11. Verify sales tax information; file quarterly sales tax return
12. Monitor scholarship fund/coordinate with NFA advisor
13. Provide information for Debt Financing for long-term and short-term debt
14. Collateral calculations
15. Reserve calculations
16. Manage donations
17. Track City of Newburgh PILOT status
18. Manage MVP PPO health reimbursable account payments
19. Cash flow projections

**Auditing**
20. Provide guidance to claims auditor as needed

Feb. 2020
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<th>DUTIES &amp; RESPONSIBILITIES CONT.</th>
<th>Budget</th>
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<td>22. Prepare current year local revenue projections</td>
<td>25. Review and process stale dated checks (twice per year)</td>
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<td>23. Fund balance projections</td>
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**ANNUAL/AS NEEDED RESPONSIBILITIES:**

**Accounting**

- 24. Prepare Annual Financial Report (ST-3) for all funds except Special Aid
- 25. Review and process stale dated checks (twice per year)

**Auditing**

- 26. Coordinate year end external audit
- 27. Coordinate internal Audit

**Budget**

- 28. Prepare Debt Schedule
- 29. Prepare next year local revenue projections.