

GENESEE COUNTY

DEPUTY SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible technical work of a moderately complex nature, involving accountability for the receipt and disbursement of money and the maintenance of financial accounts and related records. Work is performed in accordance with established policies and procedures in accordance with the standards set forth in all applicable sections of New York State Education Law. Work is performed under the supervision of the Business Administrator. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Administers employee benefits, including Affordable Care Act (ACA) compliance, enrollment of staff in district health insurance plans/options, including HSA/HRA/105H plans, 125 plan;
Administer supplemental insurance plans, AFLAC, Cobra, Retirees, or other;
Reconciles billing for various plans and all Health Insurance accounts;
Assist Business Administrator with establishing and administering continuing education program;
Receives and prepares deposits of funds from extra classroom activity funds (student accounts);
Calculates reconciles and pays NYS sales tax for extra classroom activity funds and school lunch fund;
Administer accounts receivable billing;
Administer and reconcile parochial school orders for library, textbook and software;
Assist with calculation for billings to other school districts for health services and foster care placements;
Assist Business Administrator with internal Medicaid audit functions on a quarterly basis;
Tax collection procedures, such as maintaining computerized tax roll information, posting payments, reconciling tax payment collections and processing reports for Board of Education;
Acts in place of the School District Treasurer;
Performs a variety of related activities as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of Microsoft, Financial Manager/n Vision – computerized accounting systems. Good knowledge of the use of computers in the application of word processing, spreadsheets and data base management relative to accounting functions; ability to prepare and present complex written and or oral reports clearly and concisely.

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MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree or higher in accounting, business administration, math or related field;

OR:

- B. Possession of an Associate Degree in accounting, business administration, math or related field **AND** two (2) years of full-time, paid experience in responsible financial record keeping duties;

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education **AND** four (4) years of full-time, paid experience in responsible financial record keeping duties.

NOTE: Part-time paid experience will be pro-rated

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

Competitive
5/12/16, 11/21/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.