

Jurisdictional Class: Competitive  
Adopted: August 8, 1988  
Revised: May 11, 2010

**DEPUTY SCHOOL DISTRICT TREASURER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a position involving assisting the School District Treasurer in maintaining official records of a school district finances. The work is performed under direct supervision of the School District Treasurer and the Superintendent of Schools, with leeway allowed for the exercise of independent judgment in performing the duties of the position in accordance with established policies and procedures. Supervision is not a function of this position. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in maintaining an accurate account of all incoming revenue;  
Assists in investing district money;  
Assists in maintaining an inventory of all district equipment and property;  
Assists in issuing purchase orders and checking to be sure orders are complete before payment is made;  
Assists in preparation of General Fund Warrant and School Lunch Warrant;  
Assists in reconciliation of General Fund, School Lunch Fund, Trust and Agency Account, Payroll Account, and Capital Fund;  
Does general typing and filing as necessary.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of modern methods of keeping and checking financial accounts and records;  
Working knowledge of the laws, regulations, procedures, and policies as they relate to school district finances;  
Good knowledge of the Uniform Code of Accounts for New York State;  
Ability to type accurately;  
Ability to understand and follow complex oral and written directions;  
Ability to deal effectively with the public;  
Sound judgment;  
Accuracy;  
Clerical aptitude;  
Good accounting judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in maintaining and/or auditing financial accounts and records.

**NOTE:** Training beyond high school in accounting may be credited for experience on a year-for-year basis for up to two (2) years.