

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>Treasurer</b>
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<b>REPORTS TO:</b>	<b>School Business Manager or Assistant Superintendent of Finance</b>
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<b>QUALIFICATIONS:</b>	<p>Either:</p> <ul style="list-style-type: none"> <li>(A) A Bachelor’s degree from a recognized college or university in Accounting, Business Administration, Public Administration, Finance or related field;</li> <li>(B) Masters degree, CPA or SDBL certification preferred;</li> <li>(C) At least three years experience in a school district business office responsible for general ledger work; knowledge of school district accounting</li> </ul>
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<b>JOB GOAL:</b>	Is responsible for keeping an accurate record of the finances of a school district; ensuring all accounting work is done in compliance with law, regulations, Board of Education Policy, and audit standards; does related work as required.
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<b>SPECIAL SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>1. Financial management skills required.</li> <li>2. Excellent communication skills required; ethical approach to business required.</li> <li>3. Supervisory experience required.</li> <li>4. Knowledge of fund accounting required.</li> </ul>
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<b>DUTIES &amp; RESPONSIBILITIES</b>	<p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>1. Review and approve journal entries and cash receipts</li> <li>2. Process all year end accruals</li> <li>3. Balance due to/due from on a monthly basis and close out at year end</li> <li>4. Monitor and respond to Positive Pay requests</li> <li>5. Approve wire transfers</li> <li>6. Supervise staff as assigned</li> <li>7. Prepare and submit all monthly BOE reports including the Treasurer’s Report</li> <li>8. Review online bank accounts daily; track state aid payments</li> <li>9. Verify sales tax information; file quarterly sales tax return</li> <li>10. Monitor scholarship fund/coordinate with NFA advisor; ensure all scholarship checks are processed in advance of any scheduled award dates</li> <li>11. Provide information for Debt Financing for long-term and short-term debt; process debt service payments; track multi-year debt service schedule for possible refinancing</li> <li>12. Collateral calculations</li> <li>13. Accept donations and oversee execution of any associated expense against to ensure compliance</li> <li>14. Track City of Newburgh PILOT status; update PILOT projections as part of the annual budget development process.</li> <li>15. Manage MVP PPO health reimbursable account payments</li> <li>16. Prepare monthly cash flow projections and provide to Assistant Superintendent for Finance</li> <li>17. Respond to reserve requests for workers compensation</li> <li>18. In consultation with the Assistant Superintendent for Finance, invest district funds for maximum return on investment.</li> </ul>
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**DUTIES &  
RESPONSIBILITIES  
CONT.**

19. Prepare annual tax warrant for BOE approval; complete/file all associated forms with NYSED, NYS OSC, etc.; submit data for tax bill preparation

**Budget**

20. Prepare budget transfer requests as needed, including all centrally managed budget codes
21. Prepare budget amendment resolutions as needed for all funds for BOE approval
22. Process budget adjustments per BOE resolution
23. Reconcile revenue projections monthly and provide to Assistant Superintendent of Finance
24. Prepare revenue projection as part of budget development and continuously update throughout the budget development process
25. Prepare C4E budget in compliance with NYSED guidance and monitor expenses throughout the fiscal year to ensure compliance; submit all required reporting
26. Prepare fund balance projections monthly beginning in January of each fiscal year
27. Assist with budget development as requested

**ANNUAL/AS NEEDED RESPONSIBILITIES:**

**Accounting**

28. Complete mandated NYSED reporting to include, but is not limited to, ST# with supplemental schedules for all funds, ESSA, etc.
29. Review and process stale dated checks (twice per year)
30. Complete necessary forms/reports associated with debt financing, annual disclosure; maintain debt service schedule

**Auditing**

31. Coordinate year end external audit
32. Coordinate internal audit/risk assessment
33. Coordinate other audits as needed including, but not limited to, IRS, NYS OSC, etc.
34. Assist in the preparation of the MD&A