

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **April 17, 2017**

POSITION: TREASURER - Full-Time / 12-month position
8:00 AM – 4:00 PM (plus attending night meetings @ 2-3 times per month)

RESPONSIBILITIES:

- Maintain all District accounting and financial records including Trial Balance Journal Entries, Payables, Receivables, Cash Receipts, and year-end close out
- Non-residential Student and Charter School Billings
- Cash management and investments
- Monthly Reporting to the Board of Education including appropriation/revenue reports, projections, and cash flow
- Food Service Claims and Review Process
- Grant reporting and accounting
- Budget analysis and review
- Maximizing funding sources including State Aid and Grant Reconciliation
- Reconciliation of State Aid and ST-3 reporting
- Capital Project accounting and reporting
- Manage District Audits including Internal, External, and OSC audits
- Oversees work of the Deputy Treasurer
- Assists the Assist Superintendent for Business for accurate and efficient management of school district financial and business administration affairs
- Plan, organize, direct and conduct the maintenance of a wide variety of financial, statistical and clerical records
- Assist with District Financial Statement calculations including GASB
- Knowledge and Oversight of District processes to limit risk
- Work is performed under general direction of the Assistant Superintendent for Business
- Any other responsibilities as deemed necessary by the Superintendent and Assistant Superintendent.

QUALIFICATIONS:

Bachelor's degree with major emphasis in accounting, business management, finance, school or public administration, or other related field and three years progressively responsible business administration or accounting experience, OR Master's degree in named areas with one year of progressively responsible business administration or accounting experience; school district experience and strong accounting experience or CPA preferred.

EFFECTIVE DATE Immediately

SALARY: \$70,000 - \$75,000

CLOSING DATE: **April 28, 2017**

Please send letter of interest (with the posting number), resume, supporting credentials and TCSD application form at <http://www.troycsd.org/district-services/human-resources/> and address to:

Office of Human Resources
475 First Street
Troy, NY 12180

*In accordance with SAVE Legislation
fingerprint supported criminal background check required for selected applicant.*

The Enlarged City School District of Troy does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.