

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **June 21, 2022**

POSITION: Treasurer/Business Office Manager
Full Time 12-Month position
(Plus attending evening monthly Board Meeting)

RESPONSIBILITIES:

- Oversee and coordinate the school district business office, including payroll, account payable, accounts receivable, and purchasing.
- Work is performed under general direction of the Assistant Superintendent for Business with considerable leeway permitted for the exercise of independent judgment
- Responsible for the accurate and efficient management of school district financial and business administration operations
- Manage and administer a variety of business office activities in the areas of accounting and budgeting, including but not limited to prepare and submit monthly/quarterly reports, audit coordination, grants, state aid, financial management software, etc.
- Plan, organize, direct and conduct the maintenance of a wide variety of financial and business office records
- Any other responsibilities as deemed necessary by the Superintendent and Assistant Superintendent.

QUALIFICATIONS:

Bachelor's degree in accounting, business, management, school or public administration and three years progressively responsible business administration or fund accounting experience OR five years of progressively responsible business administration or fund accounting experience with at least three years in a supervisory role; school experience highly preferred.

EFFECTIVE DATE: Immediately

SALARY: \$90,000 - \$100,000 (based on training and experience)

CLOSING DATE: **July 8, 2022**

Please submit letter of interest (with the posting number), resume, supporting credentials and TCSD application ([Non-Instructional Application](#)) to:

Office of Human Resources
475 First Street Troy, NY 12180

or apply through OLAS at <http://olasjobs.org/>

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

The Troy City School District 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.