

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
DISTRICT TREASURER**

Summary: The District Treasurer is a School District officer, appointed by the Board of Education for a one-year term, and serves at the pleasure of the Board. The District Treasurer is the custodian of all monies belonging to the District. The duties and powers are specified in New York State Education Law § 2122. This position includes the duties and responsibilities below as assigned by the Board of Education through the Board President.

Qualifications: Bachelor's Degree in Business or Accounting or equivalent experience related to educational system strongly preferred.

Essential Duties and Responsibilities:

1. Report, at least monthly, to the Board the state of all accounts.
2. Act as official custodian of all district funds.
3. Sign all checks, including those for which facsimile signatures have been approved.
4. Be responsible for the receipt of all cash/checks received by the district, recording in a separate log, all monies received and certifying the deposits of all money.
5. Insure maintenance of proper records and files of all checks.
6. Maintain relationships with bank representative, auditors, and staff.
7. Prepare reports, as may be properly required, to afford the district an acceptable and comprehensive financial accounting of the use of its monies and financial transactions.

Reports to: Board of Education

Prepared by: James Donovan

Approved by: Dr. Roberta Gerold, Superintendent of Schools