

ATTICA CENTRAL SCHOOL DISTRICT EMPLOYMENT OPPORTUNITY

POSITION: School District Treasurer (Full-Time)

QUALIFICATIONS: Wyoming County Civil Service Application

START DATE: March 1, 2026- The selected candidate will have a temporary overlap with the retiring District Treasurer to allow for hands-on training and familiarization with district operations. This overlap period will be from **March 1, 2026, through July 17, 2026**, followed by permanent placement in the position.

CLOSING DATE: January 23, 2026

SALARY: \$60,000-\$68,000 (commensurate with experience)

The School District Treasurer is an exempt class civil service appointment responsible for overseeing all district fiscal transactions. The employee will serve at the direction and pleasure of the Superintendent of Schools. The employee is custodian of all monies belonging to the district and ensures the accuracy of its financial records. Work is performed under the general direction of the Assistant Superintendent of Business and Operations. Supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (see attached)

SUGGESTED MINIMUM QUALIFICATIONS:

A. Possession of a bachelor's degree in accounting, business administration, or a closely related field; **OR**
B. Possession of a two-year associate degree in accounting and a minimum of five (5) years of related accounting experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern accounting practices and principles, particularly those relevant to public sector and school finance; good knowledge of NYS school finance laws, regulations, grant reporting requirements, and state and federal aid processes; ability to maintain accurate and systematic financial records, including preparation of journal entries and review of trial balances; strong analytical, organizational, and problem-solving skills; ability to use financial software and systems proficiently, including spreadsheets and accounting programs; ability to handle health insurance administration and work with third-party vendors; ability to prepare and interpret financial reports, contracts, and regulatory documents; high level of integrity, discretion, confidentiality, and attention to detail; excellent communication and interpersonal skills to collaborate effectively with staff, auditors, vendors, and regulatory agencies; ability to work independently and manage multiple priorities effectively.

Civil Service Employment Applications are available online at: www.wyomingco.net

Please send your Civil Service Employment Application and Cover Letter to:

Dr. Kiel Illg, Superintendent of Schools
3338 E. Main Street
Attica, NY 14011
(585)- 591-0400 ext. 1000

ATTICA CENTRAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

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TYPICAL WORK ACTIVITIES:

- Maintains custody of all district funds including general fund, special aid, capital, trust and agency, school lunch, scholarship funds, debt service, and VEBA & Flex accounts.
- Receives and deposits all monies in designated depositories in accordance with Board policy and legal requirements.
- Disburses funds only upon proper authorization, including Board-approved warrants and payroll certifications.
- Prepares and electronically signs checks for all disbursements and ensures appropriate documentation is in place.
- Reconciles all bank accounts monthly and reports balances and activity to the Business Official and/or Board of Education.
- Maintains accurate financial records of all receipts and disbursements in accordance with Generally Accepted Accounting Principles (GAAP) and the Uniform System of Accounts.
- Assists in the investment of district funds in accordance with district policy and applicable regulations.
- Maintains records of district debt, including bond payments and interest, and ensures timely payment of obligations.
- Collaborates with auditors during annual audits; oversees the entire annual audit process and serves as the primary point of contact for auditors, ensuring all requests are met in a timely and accurate manner.
- Reviews and monitors monthly trial balances for accuracy; investigates and reconciles any discrepancies promptly.
- Prepares all monthly journal entries necessary for accurate financial reporting.
- Ensures compliance with NYS Education Department, Comptroller, IRS, and GAAP/GASB guidelines as they relate to district funds.
- Assists in preparing reports required by the State Education Department, external auditors, and other regulatory agencies.
- Provides monthly and annual financial statements and reports as requested by the Business Official or Board of Education.
- Prepares and submits the annual ST-3 Financial Report to the New York State Education Department.
- Completes and submits the Medicaid Annual Cost Report and ensures compliance with all Medicaid reporting requirements.
- Assists with the preparation of negotiation-related financial analyses and cost calculations in support of labor contract discussions.
- Processes all health insurance enrollments, changes, and terminations; completes monthly health insurance reconciliations; and oversees the district's entire health insurance function, including communication with employees and third-party vendors.
- Cross-trains with the Deputy Treasurer/Payroll Clerk and provides support or backup coverage as needed for payroll processing and related functions.

- Reviews all federal and state grant applications for accuracy and compliance; submits all grant amendments and final cost reports for district-level grants (excludes individual teacher/faculty grants).
- Prepares and distributes district invoices and ensures timely payment and receivables tracking.
- Reconciles State Aid received with projections and reports discrepancies or changes to the Business Official. ATTICA CENTRAL SCHOOL DISTRICT – COUNTY OF WYOMING
- Attends relevant professional development workshops, trainings, and conferences to remain current on new regulations, financial reporting requirements, and accounting standards, including GASB updates.
- Assists with the implementation of new GASB standards across financial operations.
- Works collaboratively with the Business Official and external auditors to prepare annual financial statements, providing supporting documentation and analysis as needed.
- Provides oversight and assistance with capital project budgeting and financial monitoring, ensuring funds are appropriately allocated and expenditures comply with project plans and regulations.
- Supports investment of funds and debt service monitoring, ensuring timely payments and recordkeeping.