

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12601**

\*Revised

**RECRUITMENT BULLETIN 21-22-233  
\*JANUARY 2023**

**PCSD TREASURER  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving a resume and an application available to print through [www.poughkeepsieschools.org](http://www.poughkeepsieschools.org) from qualified candidates for the position of:

**POUGHKEEPSIE CITY SCHOOL DISTRICT TREASURER  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**DISTINGUISHING FEATURES:**

The work involves responsibility for the maintenance and review of financial records, account codes and reporting.

**QUALIFICATIONS:**

1-2 Years of experience with preferred NYS school district experience and/or CPA credentials. Bachelor's degree in accounting required

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

**TYPICAL WORK ACTIVITIES:**

- Performs bank transfers, Automated Clearing House, wires, etc.
- Utilizes web-based banking sites to monitor cash movement, enter "positive pay" files, etc.
- Executes legal signature on district checks

- Communicates with financial institutions for all financial transactions
- Reviews and establishes debt service payments including RANS, TANS & BANS
- Remits federal and NYS employee withholding taxes
- Remits sales tax

**ACCOUNTING & REPORTING**

- Enters initial budget for expenditure and revenues for all funds
- Identifies and researches budget inconsistencies
- Processes budget amendments and transfers
- Records journal entries
- Tracks & records revenues
- Reconciles bank statements for all funds excluding Student Activities Accounts
- Prepares monthly Treasurers' Reports
- Submits ERS & TRS monthly, annual and as requested reports
- Prepares grant forms (such as FS10M FS10(F), FS25 & FS10A)
- Prepares quarterly wage reports (such as 941, IT-2104, etc.)
- Reviews 1099's and submits 1096 to IRS
- Reviews W-2's and submits to IRS

**PAYROLL**

- Reconciles unemployment claims
- Utilizes web-based retirement applications

**OTHER**

- Assists in year-end closing
- Provides documentation for internal and external auditors
- Maintains fixed asset inventory
- Assists in monthly BOCES bill record keeping
- Processes foster student tuition payments
- Invoices for out of district student tuition
- Works closely with School Business Administrator as directed
- Assists in the ST-3 preparation
- Assists in STAC review

**OVERVIEW OF POSITION:**

Under the supervision of the Assistant Superintendent for Business and Operations, the District Treasurer is regarded as a highly important technical position involving responsibility for the accounting of fiscal operations of the School District. The work is performed in accordance with general and specific instructions outlined by the Board of Education, permitting considerable latitude for the exercise of technical accounting judgment in the classification of accounts and preparation of reports.

**APPOINTMENT:**

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

**EFFECTIVE DATE:** TBD

**SALARY:** \$95,000 - \$115,000 commensurate with experience

**FINAL DATE  
FOR FILING:** Open until filled

**SEND ALL INTEREST TO:** <https://olasjobs.org/>  
c: [erosado@poughkeepsieschools.org](mailto:erosado@poughkeepsieschools.org)  
Ms. Louise Lynch  
Assistant Superintendent of Business  
18 South Perry Street  
Poughkeepsie, NY 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.