

Union Springs CSD

JOB POSTING

TITLE:

DEPUTY SCHOOL DISTRICT TREASURER (PROVISIONAL – UNION SPRINGS CENTRAL SCHOOL DISTRICT)

PROVISIONAL:

This is a competitive Civil Service position. The candidate chosen for this position will be required to submit an application fee (file) of \$15.00 to Cayuga County Civil Service for the Deputy School District Treasurer exam when the exam is announced.

Please contact Cayuga County Civil Service if you have any questions regarding provisional appointments.

JOB DESCRIPTION:

This position involves responsibility for assisting the School District Treasurer in maintaining school district financial records. The position involves moderately complex clerical work requiring independent performance of financial accounts and record keeping duties. The work may require decision making as to methods to be used and the classification of records and accounts. Work is performed under the general supervision of the School District Treasurer with leeway allowed for the exercise of independent judgment in performing the duties in accordance with established policies and procedures. Supervision is not generally a function of this position. For complete job description please visit: <http://www.cayugacounty.us/DocumentCenter/Index/284>

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting, economics, finance, public or business administration or a closely related field including 18 semester credit hours in accounting and two years of experience in maintaining and/or auditing financial accounts and records; or
- (B) Graduation from high school or possession of an equivalency diploma and four years of experience in maintaining and/or auditing financial accounts and records; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

ADDITIONAL INFORMATION:

Full-time, 12-month/salary position, Commencing: Approximately June 3, 2019, Monday – Friday, 8:00 am – 4:30 pm

COMPENSATION:

Commensurate with experience (minimum \$45,000)

APPLICATION DEADLINE:

April 22, 2019

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>