

VACANCY

DEPUTY SCHOOL DISTRICT TREASURER (1.0 FTE)

Civil Service Title: Competitive/Provisional

Starting approximately June 3, 2019

**Monday – Friday
8:00 – 4:30 p.m.
12-month/salaried**

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. Does related work as required. (****see civil service job specification for typical work activities and minimum qualifications**)

*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 – **Preferred.***

Minimum Salary: \$45,000-\$50,000

Maximum Salary: Commensurate with experience.

Qualified candidates should send letter of interest, resume' to:

Superintendent Jarett Powers
Union Springs School District
239 Cayuga Street
Union Springs, NY 13160 or
Email: vcastiglia@unionspringscsd.org
(315) 889-4100

Application Deadline: April 22, 2019