



NORTH GREENBUSH COMMON SCHOOL DISTRICT

49 North Greenbush Road, Troy, NY 12180

P: 518-283-6748 F: 518-283-6609

OPEN POSITION: DISTRICT TREASURER

Interested and qualified candidates are encouraged to apply for the District Treasurer position at the North Greenbush Common School District with a tentative start date of March 1, 2025.

Salary Range: \$60,000-70,000

BACKGROUND:

The North Greenbush Common School District is a unique public school district located in the northwest corner of North Greenbush, adjacent to the City of Troy and Hudson Valley Community College. The district operates one K-2 school building, "The Little Red Schoolhouse", and sends the remainder of the district's students in grades 3-12 to neighboring public schools on a tuition basis.

Due to its financial resources, the district does not receive foundation or building state aid. The district only receives categorical school state aid. The district employs less than 8 teachers and is not required to complete annual audits. An OSC audit was completed in 2022.

RESPONSIBILITIES:

The district operates with a small central office staff and the District Treasurer is the lead position in the Business Office. The district ensures the proper separation of duties by employing a part-time Account Clerk, an outside Claims Auditor, and a Budget Consultant. Responsibilities of the Treasurer include:

- Bi-weekly payrolls
- Accounts payable, including bi-weekly warrants
- Financial reporting, including bank reconciliations, Treasurer's reports
- Maintenance of Title/grant funding
- All functions relative to governmental accounting, including appropriations, general ledgers, and trial balances
- Annual ST-3, quarterly reports, and all necessary state & federal reports

QUALIFICATIONS:

- A Bachelor's degree from a recognized college or university in Accounting, Business Administration, Finance or related field; OR
- A Master's degree, CPA, or SDBL certification preferred; OR
- At least three years' experience in a school district business office responsible for governmental accounting or knowledge of school district finances.

Please note: there is opportunity for advancement in the 2025-2026 fiscal year to Business Manager with the achievement of the proper SDBL certification.

INTERESTED APPLICANTS, PLEASE FORWARD A LETTER OF INTEREST AND A CURRENT RESUME TO:

Ann Meister, North Greenbush Common School District, 49 N Greenbush Rd, Troy, NY 12180, OR,

ameister@northgreenbushcommon.org