



## **PERSONNEL BULLETIN FOR THE 2023-2024 SCHOOL YEAR:**

### **Treasurer**

#### **Responsibilities include, but are not limited to:**

- Custodian of all district funds.
- Prepares monthly reports.
- Coordinates all audits.
- Prepares all FS1025 and FS10F for all grants.
- Assists with preparation of all state aid forms.
- Coordinates year end close.
- Assists with budget development as needed.
- Maintains general/subsidiary ledgers.
- Prepares banking, which includes bank transfers, wire transfers, and ACH deposits.
- All other responsibilities assigned by the Superintendent of Schools and/or the Assistant Superintendent for Finance and Operations.

#### **Qualifications and Requirements:**

- Five (5) years or more experiences as a Treasurer (no higher education is required); or
- Three (3) years' experience and an AAS degree in accounting; or
- Two (2) years; experience and Bachelor of Arts for Bachelor of Sciences in Finance or Accounting required.

#### **Hours:**

- 8:00 a.m.-4:00 p.m.

#### **Salary and Benefits:**

- Commensurate with experience.

#### **INTERESTED APPLICANTS:**

Please submit a cover letter and resume to on [www.OLASjobs.org](http://www.OLASjobs.org) by the end of the day on

**Friday, June 2, 2023**

Westbury Union Free School District is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender expression, disability, or age.

It is the obligation of the Westbury Union Free School District to embrace the diversity within our District, while actively eliminating practices that perpetuate the disparities among our students, so that all students can benefit. The WUFSD is a community that ensures equitable access to a world class education, unleashing the potential of every student. The WUFSD focuses on the individual and unique needs of each student.

**PLEASE REMOVE AFTER FRIDAY, JUNE 2, 2023.**