



PLEASE POST

REGINA ARMSTRONG
Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

March 24, 2023

JOB POSTING # 28

IMMEDIATE VACANCY

POSITION: **DISTRICT TREASURER (FULL TIME)**

DESCRIPTION: The position involves independent responsibility and efficient management of the School District's financial affairs. The District Treasurer reports to the Board of Education.

JOB DUTIES:

- Monthly bank reconciliations using nVision
- Prepare and monitor collateral statements
- Prepare monthly treasurer's report for the Board of Education in accordance with Commissioner's Regulations
- Prepare monthly cash flow statement
- Maintain up to date cash balance on all accounts
- Perform tasks using online banking for wiring & transfer of funds
- Make bond payments
- Available for check runs
- Work with Business Office Staff

COMPENSATION: \$78,000 - \$92,000

CLOSING DATE: April 6, 2023

Application Procedures: Interested candidates may apply on www.olasjobs.org/longisland or mail a letter of interest and resume to:

Gilmore, Ed. D.
Associate Superintendent for Human Resources
Hempstead Public Schools
185 Peninsula Blvd.
Hempstead, New York 11550

Rodney Gilmore, Ed. D.

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