WYOMING CENTRAL SCHOOL DISTRICT

Emily Herman
Superintendent

Wyoming Central School District
1225 Route 19 PO Box 244
Wyoming, NY 14591
(585)495-6222 Phone
www.wyomingcsd.org

Anticipated Job Vacancy Notice
District Treasurer

Salary: $85,000 - $100,000 (commensurate with experience)

Starting Date: As Soon As Possible

Qualifications:

- Degree and/or work experience in accounting including general ledger work.
- Preference given to: SBA, SDBL, CPA, Bachelor degree in accounting, experience with not-for-profit fund accounting.

Benefits (As per contract):

- Health Insurance (Prescription, Dental & Vision)
- Paid Holidays
- Sick/Personal Time and Vacation Time
- NYSERS Retirement

Duties:

- Coordinate and prepare the annual school budget
- Maintains custody of all district funds including general fund, special aid, capital, trust and agency, school lunch, scholarship funds, debt service, and VEBA & Flex accounts.
- Receives and deposits all monies in designated depositories in accordance with Board policy and legal requirements.
- Disburses funds only upon proper authorization, including Board-approved warrants and payroll certifications.
- Prepares and electronically signs checks for all disbursements and ensures appropriate documentation is in place.
- Reconciles all bank accounts monthly and reports balances and activity to the Business Official and/or Board of Education.
- Maintains accurate financial records of all receipts and disbursements in accordance with Generally Accepted Accounting Principles (GAAP) and the Uniform System of Accounts.
- Assists in the investment of district funds in accordance with district policy and applicable regulations.
- Maintains records of district debt, including bond payments and interest, and ensures timely payment of obligations.
- Collaborates with auditors during annual audits; oversees the entire annual audit process and serves as the primary point of contact for auditors, ensuring all requests are met in a timely and accurate manner.
- Reviews and monitors monthly trial balances for accuracy; investigates and reconciles any discrepancies promptly.
- Prepares all monthly journal entries necessary for accurate financial reporting.

Anticipated Job Vacancy Notice
District Treasurer

Duties:

- Ensures compliance with NYS Education Department, Comptroller, IRS, and GAAP/GASB guidelines as they relate to district funds.
- Assists in preparing reports required by the State Education Department, external auditors, and other regulatory agencies.
- Provides monthly and annual financial statements and reports as requested by the Business Official or Board of Education.
- Prepares and submits the annual ST-3 Financial Report to the New York State Education Department.
- Completes and submits the Medicaid Annual Cost Report and ensures compliance with all Medicaid reporting requirements.
- Assists with the preparation of negotiation-related financial analyses and cost calculations in support of labor contract discussions.
- Processes all health insurance enrollments, changes, and terminations; completes monthly health insurance reconciliations; and oversees the district's entire health insurance function, including communication with employees and third-party vendors.
- Provides support or backup coverage as needed for payroll processing and related functions.
- Reviews all federal and state grant applications for accuracy and compliance; submits all grant amendments and final cost reports for district-level grants (excludes individual teacher/faculty grants).
- Prepares and distributes district invoices and ensures timely payment and receivables tracking.
- Reconciles State Aid received with projections and reports discrepancies or changes
- Attends relevant professional development workshops, trainings, and conferences to remain current on new regulations, financial reporting requirements, and accounting standards, including GASB updates.
- Assists with the implementation of new GASB standards across financial operations.
- Works collaboratively with external auditors to prepare annual financial statements, providing supporting documentation and analysis as needed.
- Provides oversight and assistance with capital project budgeting and financial monitoring, ensuring funds are appropriately allocated and expenditures comply with project plans and regulations.
- Supports investment of funds and debt service monitoring, ensuring timely payments and recordkeeping.
- Other duties as directed by the Superintendent of Schools.

Applications:

- Interested candidates need to submit a letter of interest, resume and application (found on school website) to:

  Michele Pearce - Secretary to the Superintendent
  Wyoming Central School
  PO Box 244
  Wyoming, NY 14591
  email: mpearce@wyomingcsd.org

Application Deadline:

- November 20, 2026

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