

Adam Heroth, Superintendent
44 Center Street
St. Johnsville, NY 13452



Phone (518) 568-7280
Fax (518) 282-8918

March 22, 2024

TITLE: Deputy Treasurer

PERFORMANCE RESPONSIBILITIES:

Communicating, processing, reconciliation and the maintenance of insurance benefits for all active and retired employees; Maintain employee onboarding system which entails processing new employees as well as providing information on benefits and issuing badges; Maintenance of the Human Resources module within nVisions, including extracurricular appointments; ACA Reporting including all mandated IRS reporting; Shared administration of payroll for the district; Assume the duties of the District Treasurer in his/her absence; other duties as assigned.

QUALIFICATIONS:

1. Graduation from high school or a high school equivalency diploma required; Associate's degree in accounting preferred
2. 4 years of financial experience; one year of which shall have included supervisory experience
3. Proficient in Microsoft Excel and Word, email platforms, and virtual meeting software
4. Must pass the Civil Service Exam for Deputy Treasurer

REPORTS TO: District Treasurer, Superintendent of Schools

SUPERVISES: Business Office Personnel in the absence of the District Treasurer;

APPLICATIONS: Applications may be submitted through OLAS or directly to the district to:
Adam Heroth, Superintendent
OESJ CSD
44 Center Street
St. Johnsville, NY 13452

SALARY: \$55,000-\$65,000

DEADLINE: April 12, 2024

“In compliance with Title IX of the Educational Amendments of 1972, the Board of Education of the Oppenheim-Ephratah-St. Johnsville CSD does not discriminate on the basis of race, color, religion, gender, age, national origin, veteran status, disability, or sexual orientation.”