

HINSDALE CENTRAL ANTICIPATED OPENING

The Hinsdale Central School District is now accepting applications from qualified candidates for the following anticipated vacancy:

- 1.0 FTE District Treasurer

The District Treasurer position is a full-time, 12 month position. The treasurer will be responsible for the following:

1. Treasurer and Cash Management Duties-maintain and balance all bank accounts, prepare monthly bank reconciliations, and prepare monthly financial reports for the board of education.
2. Purchasing/Accounts Payable-process purchase orders, prepare bi-weekly accounts payable warrants and maintain accounts payable files.
3. Payroll-process bi-weekly payrolls, submit Federal and NYS taxes, flexible benefit, 403 (B) and payroll deduction reporting, direct deposit processing, payroll transfer requests and report maintenance.

Minimum Qualifications:

Associates degree in accounting, business administration or other business related field and one year of accounting, business administration and/or human resource experience.

Preferred Qualifications:

Bachelors degree in accounting, business administration or other business related field

Greater than one year of accounting, business administration and/or human resource experience

Experience using Microsoft Office such as Word and Excel

Strong financial and analytical skills including a high level of attention to details

Strong written and verbal communication skills

Apply online at www.hinsdalebobcats.org

Deadline for applications is May 5, 2025.