PLEASE POST

NEW YORK CITY PUBLIC SCHOOLS

HS for Construction Trades, Engineering & Architecture — District 27 — School Q650

94-06 104th Street, Ozone Park, NY 11416

**Circular #: 14**

2026-2027

Date Posted: May 8, 2026 | Application Deadline: Jun 26, 2026

PER SESSION VACANCY CIRCULAR

# School GSF Treasurer

**POSITIONS AVAILABLE**
**1**

**PROPOSED WORK SEASON**
School Year

*CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.*

## POSITION

Name: School GSF Treasurer
Approximate Number of Positions Available: 1
School Name: High School for Construction Trades, Engineering & Architecture

## LOCATION

HS for Construction Trades, Engineering & Architecture

Remote per session work may only be performed for professional development participation/facilitation and other duties as allowed by C-175 regulations and current DHR guidelines. Additional Superintendent and DHR approvals are required for other remote work.

## ELIGIBILITY REQUIREMENTS

Currently appointed NYC Department of Education School Secretary

## SELECTION CRITERIA

1. Ability to work with other secretaries, supervisors, other staff members and parents.
2. Good Attendance and lateness record.
3. Knowledge of QuickBooks and Internal controls surrounding General School Funds.
4. General knowledge of accounting procedures.
5. Good record keeping and timeliness skills.

## DUTIES / RESPONSIBILITIES

AND RESPONSIBILITIES:
1. Prepare monthly reconciliations to the general school funds account.
2. Record and prepare all deposits. Prepare checks for vendors. Record all entries in QuickBooks.
3. Keep detailed records of all fundraising events.
4. Work closely with the Principal on all aspects of this account.

## WORK SCHEDULE

100 hours : Ongoing throughout the year from 9/2026- 6/2027 (before/after school)
Proposed Work Season: School Year
Hours up to, but not limited to, the approximate number of hours listed. Additional hours may be granted upon approval of the hiring manager.

## SALARY

The pay rate is dependent on the contractual designation and the relevant union or organization associated with the advertised title, as outlined in the Collective Bargaining Agreement.
Pay Designation: Per session rates as per UFT Collective Bargaining Agreement (subject to funding availability).

## School GSF Treasurer -- continued

**APPLICATION INSTRUCTIONS**

All UFT and CSA per session applications must include a complete OP-175 form. Applications for DC 37 Extra Hours do not require a complete OP-175 form. All applications must include the Vacancy Circular number specified above.

Application Process: Current resume, letter of interest and completed OP 175 form to: (please print and submit) Nicole Cetra, Payroll Secretary 94-06 104th Street Ozone Park, NY 11416

NOTE: Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request through the Per Session Service System and receive approval before the person can begin working in the activity. Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.

Visit the NYC Public Schools website for more information on per session opportunities: https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs

The New York City Department of Education is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other protected characteristic as established by law.

**APPROVED BY:** _____