

## **TREASURER, BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

The Treasurer shall be responsible to the Board when performing the legal duties of the Treasurer, and shall be responsible to the Assistant Superintendent for Administration when performing other assigned duties. Responsibilities listed in this job description cannot be considered to be all-inclusive; they are guidelines to help identify the major elements of the job. Specific assignments will be reviewed as needed by the Board (or the Assistant Superintendent for Administration acting for the Board). Changes will be made as needed. Current responsibilities of the Treasurer are:

- A. Be the custodian of all monies received by the BOCES from whatever source; deposit all monies received and collected.
- B. Record in the official note register the dates of the resolutions authorizing notes, types of notes, the dates on which notes were drawn, the numbers of the notes, banks from which the money was borrowed, the amounts of the notes, rates of interest, the dates of maturity, the dates the notes were paid and the amounts of principal and interest paid.
- C. Be responsible for pre-numbered receipt forms issued in triplicate by persons other than the Treasurer.
  - 1. Keep a record of all pre-numbered receipt forms issued or held in stock and be accountable for same.
  - 2. Make certain that s/he receives a copy of each pre-numbered receipt form issued. Verify and balance same to monthly bank statement. Report any discrepancies immediately to the Assistant Superintendent for Administration.
- D. Supervise the preparation of the monthly Treasurer's Report for the Board Agenda. This shall be done for each fund established by the Board in full conformance with Section 170.2(o) of the Commissioner's Regulation.
- E. Issue a pre-numbered receipt form for all monies paid over to his/her custody; original to the payer, copy retained by Treasurer. Verify and account for same and have available for audit at any time.
- F. Sign payroll checks out of the payroll account upon authority of a duly certified payroll.
- G. Maintain the official financial records of the BOCES in accordance with Section 36 of General Municipal Law. Such records shall be retained and disposed of only in accordance with adopted Records Retention and Disposition Schedules 1-S-1 and 1-S-1A as provided by Public Officer's Law, Education Law, and Regulations of the Commissioner of Education.
- H. Disburse monies only upon the receipt of a signed warrant except where claims may be paid in advance of audit in accordance with Section 1724 of Education Law. The Treasurer shall be the sole signer of the check unless a second signature of a BOCES officer is required by resolution of the BOCES Board.
- I. Be the chief accounting officer of the BOCES. It shall be the treasurer's duty to maintain detailed accounting records showing the status of each appropriation (Education Law, Section 2122 (1)). A budget status report shall be prepared and submitted to the Board in accordance with Section 170.2 (p) of Commissioner's Regulations, or more frequently as required by the Board.
- J. Make budgetary transfers only upon authorization of the Board or Assistant Superintendent for Administration.
- K. Invest BOCES monies as authorized by the Board.
- L. Maintain appropriate records and data to assist in budget preparation and control such as cash flow, expenditure and revenue projections, indebtedness, retirement obligations, etc.
- M. Health Insurance - Maintain records of billings and payments of retirees and individuals who pay 100% of their premiums.