

Treasurer (BOCES)

Job Responsibilities:

- Primarily responsible for all BOCES bank accounts, including establishing, maintaining, monitoring, and reconciling accounts to the general ledger in accordance with Board policy, State regulations, and generally accepted accounting principles (GAAP).
- Serves as the chief accountant for the organization with direct responsibility for cash receipts, deposits, disbursements, journal entries, and cash controls, ensuring accuracy, timeliness, and proper authorization of all financial transactions.
- Reviews a variety of complex financial documents related to receipts, expenditures, transfers, and adjustments; classifies transactions and distributes items into appropriate accounts in accordance with prescribed accounting procedures and policies.
- Posts and maintains journal entries to the general ledger; verifies accuracy of entries, makes necessary adjustments, and reconciles subsidiary ledgers and bank statements to ensure balanced and accurate financial records.
- Prepares, reviews, and verifies cash receipts and prepares funds for deposit, ensuring timely recording and reconciliation of all receipts to bank and book accounts.
- Authorizes or processes payments, including issuing checks, electronic payments, and internal transfers, and prepares or reviews invoices and billing statements as required.
- Performs regular bank reconciliations and investigates discrepancies; takes corrective action to resolve variances and ensure the integrity of cash balances.
- Tracks internal and external audits related to cash, banking, and accounting activity; monitors assigned accounts; verifies that audit adjustments and correcting entries are properly recorded and reported.
- Prepares and maintains detailed accounting records and financial reports related to cash activity, bank balances, revenues, expenditures, and fund balances.
- Prepares complex financial and statistical summary reports, including daily, weekly, monthly, and annual reports; reviews computations for accuracy and compiles data for State and federal claims and reimbursements.
- Provides accounting data and financial analysis in support of budget development, cash flow planning, and fiscal forecasts.
- Processes, maintains, and files financial records, control documents, reports, and supporting documentation to meet audit, retention, and compliance requirements.
- Provides financial information orally or in writing to administrators, auditors, vendors, banks, and regulatory agencies regarding account status, balances, and transactions.
- Communicates with clients, vendors, financial institutions, and governmental agencies to obtain or clarify financial information as needed.
- May perform or oversee complex payroll transactions and reconciliations and prepare related reports.
- Uses accounting systems, spreadsheets, and financial software to develop accounting records, financial statements, statistical tabulations, and related documentation, often working from independently developed data or minimal direction.
- Operates accounting and office equipment, including calculators and computer-based financial systems, as required.

Qualifications:

- Possession of a Bachelor's Degree, or higher, in accounting, business administration, or other directly related field specifically structured to prepare individuals for work involving accounting AND four (4) years of full-time paid accounting or auditing experience, or its part-time equivalent, which must have involved the use of double entry books including general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- Possession of an Associate's Degree in accounting, business administration, or other directly related field AND six (6) years' experience as described in (1); OR
- An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

Exempt Status:

Treasurer would be an exempt class "at will" civil service appointment. The work entails managing all financial accounts for a given school district, including cash management, purchasing, accounts payable, accounts receivable and fund accounting. The incumbents will work under the direct supervision of the School Business Official of the Business Office at Wayne-Finger Lakes BOCES. Supervision of others is not a function of this position. The incumbent will perform all related duties as required.