

## **TREASURER, BOCES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible technical work of a moderately complex nature performed under the direction of the Board of Cooperative Educational Services (BOCES). The work involves accountability for the receipt and disbursement of money and the independent performance of financial and related record keeping tasks. The work is performed in accordance with the standards set forth in Sections 1950 and 2130 of the New York State Education Law. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Signs authorized checks for BOCES;

Receives and deposits all monies from state and federal aid as well as all component school districts, in accordance with designated formula;

Maintains records of all receipts and disbursements;

Renders regular financial reports to BOCES and other agencies, as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern financial accounting and record keeping; familiarity with the laws, regulations, procedures and policies related to school district finances; ability to follow oral and written instructions; ability to maintain comprehensive financial records and prepare reports.

**MINIMUM QUALIFICATIONS:** Qualifications will be determined by the appointing authority.