

TREASURER -
(BOARD OF COOPERATIVE EDUCATIONAL SERVICES)

GENERAL STATEMENT OF DUTIES: Keeps record of finances for Board of Cooperative Educational Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Board, performs responsible financial record keeping as mandated by the State Education Law. The incumbent of such position is required to submit periodic reports to the Board who formulates the financial policies.

EXAMPLES OF WORK: (Illustrative Only)

Receives funds from various levels of government and other sources and deposits same in the bank designated by the Board;

Signs all checks issued by the Board;

Keeps a record of receipts and disbursements;

Reconciles bank statements;

Maintains bond register and/or records of funds borrowed;

Submits reports of District's finances to Board;

Discusses accounting and financial problem with members of the Board or other officials.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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 keep financial records and prepare reports thereon; integrity; good judgment; good address; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school and three years of financial record keeping experience; or (b) two years of post high school education in financial record keeping and one year of experience as described under (a); or (c) any satisfactory equivalent combination of the foregoing training and experience.

TREASURER -
(BOARD OF COOPERATIVE EDUCATIONAL SERVICES)

page -2-

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

BOCES
J.C.: Exempt
1a

Job Class Code: S027