



People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



Providing leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

Treasurer

The Treasurer is a crucial financial position responsible for managing the BOCES's financial affairs. The Treasurer oversees financial operations, budgeting, accounting, and compliance with state and federal regulations.

The successful candidate must have a strong understanding of government accounting, attention to detail, and the ability to work independently and collaboratively with the Board of Education, district administrators, staff, and external stakeholders.

Qualified candidates will have a sound understanding of accounting principles, financial statements, auditing practices, and required record keeping; ability to analyze financial records and statements; ability to keep financial records and prepare needed reports; ability to identify trends and make informed decisions; understanding of financial risks and strategies to mitigate them; ability to work independently and as a team; attention to detail and accuracy; ability to effectively use computer software such as financial systems, spreadsheets, word processing, calendar, email, internet and other databases; ability to follow oral and written instructions; effective verbal and written communication skills; integrity and sound judgement.

Salary: \$65,000—\$80,000

Paid holidays, generous sick and vacation time, NYS retirement, EAP, continuing education assistance, and exceptional insurance, including retiree health insurance, are available.

For more information, please contact:
humanresources@oncboces.org

www.oncboces.org/jobs

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

Reports to: Works under the general supervision of the Assistant Superintendent of Business and Human Resources and reports to the Board of Education.

Essential Duties and Responsibilities: The following list is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Primary Responsibilities:

1. Custodian of all monies received and collected by the BOCES.
2. Prepares daily, weekly, monthly, and yearly reports for the Board of Education and district, including but not limited to Treasurer's, Monthly Interest, Collateralization, Transfer, Trial Balances, Budget, and Revenue Status Reports.
3. Reconciliation of bank statements, cash, and GL accounts for all funds.
4. Controls and monitors banking activities.
5. Creates and posts journal entries and closing entries as needed to monthly and yearly cycles.
6. Ensures estimated revenue and appropriations are balanced and makes adjustments as needed.
7. Manage and track CDs and other investments and make recommendations for adjustments to ensure opportunities to maximize investments while ensuring cash flow.
8. Prepares and submits required financial reports and service commitments, including AS-7, SBM-4, SAMS, SA-111, SA-109, and SA-116.
9. Prepares and inputs BOCES aid projections.
10. Supports the budget development process, including estimated revenue and entering service requests.
11. Prepare, post, and answer follow-up questions on all required billing, including ONC, cross-contract, and interdepartmental items.
12. Assists programs with budget management, creating transfers and adjustments as needed.
13. Posts, signs, and prints checks for all funds; creates and sends positive pay files, wires, and ACH files.
14. Review accounts receivable status and follow up as necessary.
15. Review of deposit slips to verify accuracy and ensure timely deposits.
16. Assists with yearly financial external audit including pulling and preparation of required items.
17. Performs all aspects of year-end accounting and opening of the next financial year.
18. Attends Professional Development, monthly Business Officials, CASEBP Trustees, and other meetings as assigned.

