

TITLE: Treasurer for the Cayuga-Onondaga BOCES

REPORTS: Assistant Superintendent for Management, Regional Services, and Finance

QUALIFICATIONS: Candidates must have graduated from a standard high school or possession of a GED and three years of general business experience, at least one of which shall have involved keeping or auditing accounts.

WORK YEAR: Twelve (12) month position

SALARY: Starting at \$80,000, commensurate with experience

START DATE: On or about January 22, 2023

*Application due by December 22, 2023. Apply on Cayuga County Civil Service website.
<https://mycivilservice.cayugacounty.us/jobopps>*

DUTIES/RESPONSIBILITIES: The work in this position involves responsibility for maintaining an accurate record of the finances of the BOCES. The work is performed under the general supervision of the Assistant Superintendent for Management, Regional Services and Finance, and reports to the Board of Education, which formulates policy and reviews work by means of periodic reports submitted by incumbent. Employees in this class must be bonded. Does related work as required.

1. Maintain the General Ledger for all funds (General, Special Aid, Capital, Trust and Agency, and Other Funds)
 - a. Maintain subsidiary ledgers of revenues and expenses
 - b. Monitor inputting of payments
 - c. Verify/check that payments are made from correct funds and budget codes
 - d. Verify posting of cash receipts are made to the correct accounts
 - e. Process all monthly/year end journal entries
 - f. Review all trial balance reports to ensure accuracy, monthly
 - g. Review Reserve Funds, monthly
 - h. Balance Due To/Due From accounts, monthly
2. Payroll and Benefits
 - a. Administration of BOCES payroll
 - b. Post payroll to A/P

- c. Balance Trust & Agency withholding accounts and report any discrepancies
 - d. Process Trust & Agency checks
 - e. Process cash transfers
 - f. Wire transfer to The Omni Group 403b
 - g. Accept retiree monthly health insurance payments
3. Treasurer and Cash Management Duties
- a. Maintain and balance all bank accounts
 - b. Transfer funds as needed for Payroll & A/P
 - c. Prepare all bank reconciliations reports
 - d. Prepare monthly cash flow report for review
 - e. Prepare Monthly Board of Education Treasurer Reports for all accounts, including Warrant Reports
 - f. Estimate borrowing needs, if needed
 - g. Obtain CD and interest rate quotes monthly for possible investment of excess funds
 - h. Plan accounts payable/payroll/debt service schedules
4. Special Aid Fund Grants Duties
- a. Review quarterly (expenditures/revenue) & prepare request for funds quarterly using FS-25 reports for review
 - b. File FS-10-F Final Expenditure reports for Federal and State grants when grants end
 - c. Monitor spending-through payroll and A/P, ensure no deficits occur
5. Accounts Payables
- a. Review monthly warrant reports
 - b. Process NYS Sales Tax for Extraclassroom Activity funds
 - c. Maintain files and review all Scholarship account payments prior to processing
6. Accounts Receivables
- a. Reconcile all District State Aid payments
 - b. Verify and record all receipts into WinCap
 - c. Print receipts and cash receipt Journals as needed
 - d. Prepare deposits for the bank
 - e. Take deposits to the bank
 - f. Process all year end receivable
7. Maintain bank accounts, including transferring of funds, preparing bank reconciliations
- a. Reviews daily cash log and balance with bank deposit

- b. Transfer funds as required
 - c. Make bank deposits
 - d. Verify all transfers and wire payments
- 8. Budget
 - a. Assist in budget preparation
 - b. Enter approved BOCES budget in the Wincap web site
 - c. Assist in Personnel projections worksheets
 - d. Process budget transfer requests
- 9. Personnel
 - a. Assist/review personnel appointments
 - b. Assist with personnel projections in negotiations
- 10. Prepare Monthly/Annual Reports
 - a. Prepare monthly cash flow report
 - b. Assist Payroll with GASB 75 Census report
- 11. Additional Responsibilities
 - a. State Aid reporting
 - b. System manager for WINCAP
 - c. Liaison to District auditors
 - d. Help others interpret reports, train, and answer questions regarding Wincap processing
 - e. Process BOCES refund for Districts
 - f. Serves as legal custodian for court and trust funds
 - g. Performs related work as required.