

VILLAGE TREASURER - DEPUTY VILLAGE CLERK

GENERAL STATEMENT OF DUTIES: Has responsible charge of the Village treasury; assists with the administration of village business; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of responsible bookkeeping work, maintaining accounts in proper balance, and furnishing dependable financial statements. Under the direction of the Village Clerk, the administrative work covers the many business transactions required by village law and by action of the Board of Trustees. Some supervision may be exercised over account clerks and other Village employees engaged in the above duties.

EXAMPLES OF WORK: (Illustrative Only)

Receives all monies paid to the village and disburses same on orders drawn by Village Clerk and signed by the mayor;

Keeps the Village accounts with a detailed classified budget control as prescribed by the State Comptroller, using double entry system;

Collects current taxes; types tax bills; makes searches on back taxes when requested and makes out back tax bills; holds annual tax sale;

Prepares all financial reports and necessary documents relative to borrowing money and bonds;

Issues licenses and permits;

Prepares payrolls;

Attends meetings of the Board of Trustees to present Village business;

Assists in the supervision of Village elections;

Purchases supplies and equipment for the village;

Acts for and in behalf of the Village Clerk when required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of government accounting principles and practices; knowledge of village laws and procedures; ability to type and maintain accounting records and reports; ability to assist in organizing and administering a variety of activities; good accounting judgment; dependability; honesty; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with specialization in accounting and two (2) years of administrative experience in bookkeeping or auditing, preferably in governmental accounting; or (b) graduation from a standard high school or possession of a high school equivalency diploma and six (6) years of above experience in a business concern; or (c) any equivalent combination of training and experience sufficient to indicate ability to do the work.