

VILLAGE TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Board of Trustees and the direct supervision of the Village Manager, or the Village Administrator if provided for in local law, the incumbent of this class is responsible for the Village's Treasury. Work involves the independent maintaining of records and accounts in accordance with prescribed procedures and methods, the balancing of accounts, the preparation and issuance of financial statements and the disbursement of Village funds. Supervision may be exercised over a staff of accounting and/or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

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

Collects current taxes;

Executes reports on all financial affairs for the Mayor and Board of Trustees;

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

Holds annual tax sale;

Prepares payrolls;

Prepares and issues annual report to the State Comptroller;

Maintains records and filing systems;

May supervise the issuance of tax bills;

May issue licenses;

Answers correspondence and inquiries.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of government accounting practices and principles; ability to prepare and maintain accounting records and reports; ability to organize and administer a variety of financial activities; ability to supervise the work of others; integrity; physical condition commensurate with the duties of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college with a Bachelor's Degree in Accounting, Public or Business Administration or allied field and three years of accounting experience; or (b) seven years of such equivalent combination of training and experience sufficient to indicate ability to do the work.

Villages

J. C.: Exempt

1b

Job Class Code: 0065