

DEPARTMENT: VILLAGES
CLASSIFICATION: EXEMPT
APPROVED: Revised - 11/30/70

VILLAGE TREASURER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of responsible bookkeeping work in accordance with prescribed procedures and entails responsibility for independently maintaining accounts in proper balance and for furnishing dependable financial statements. Has responsible charge of the village treasury. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Receives all monies paid to the village and disburses same on orders drawn by clerk and signed by the mayor.
2. Keeps the village accounts with a detailed classified budget control as prescribed by the State Comptroller, using double entry system.
3. Collects current taxes.
4. Types tax bills.
5. Makes searches on back taxes when requested and makes out back tax bills.
6. Executes reports on all financial affairs for the mayor and the Board of Trustees.
7. Makes annual report to State Comptroller and for newspapers.
8. Maintains filing systems.
9. Answers correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of governmental accounting principles and practices; ability to prepare and maintain accounting records and reports; integrity; good accounting judgment and some knowledge of typing. Physical condition commensurate with demands of position.

MINIMUM QUALIFICATIONS: Where elected need not apply.

1. Graduation from high school or possession of a New York State Equivalency Diploma.

AND: Five (5) years of bookkeeping or auditing experience; preferably including experience in governmental accounting;

OR: 2. Graduation from a college or university of recognized standing with specialization in accounting;

AND: Two (2) years of bookkeeping or auditing experience, preferably including experience in governmental accounting;

OR: 3. Any equivalent combination of experience and training sufficient to indicate ability to do the work.