

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.

TYPICAL WORK ACTIVITIES:

1. Receives all moneys paid to the Village and disburses same on orders drawn by the 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 the State Comptroller and for the newspapers;
8. Maintains filing systems;
9. Answers correspondence;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of governmental principles and practices; ability to prepare and maintain accounting records and reports; integrity; good accounting judgment; some knowledge of typing; integrity; good judgment; tact; physical condition commensurate with the demands of the position.

RECOMMENDED QUALIFICATIONS:

Two (2) years of bookkeeping or auditing experience, preferably including experience in governmental accounting, and graduation from a college or university in recognized standing with specialization in accounting; or five (5) years of such experience and completion of a standard high school course; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

BS0309

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