

DEPUTY VILLAGE CLERK & TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Village Clerk & Treasurer, this is responsible administrative work covering the many business transactions required by Village law and by action of the Board of Trustees. The incumbent assists the Village Clerk & Treasurer with accounting, collection, custody and disbursement of the Village Treasury and with administration of Village business. Supervision may be exercised over a staff of accounting and/or clerical employees assigned to the Village Clerk and Treasurer's office. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Village Clerk & Treasurer;

Assists in receiving and paying, on approval, bills of the Village;

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

Assists in the collection of current taxes, types tax bills, makes searches on back taxes when requested and makes out back tax bills;

Assists in the preparation of various financial reports and necessary documents relative to borrowing money and bonds;

Assists in preparing payrolls;

Issues licenses and permits;

Posts legal notices;

Assists in the supervision of Village elections;

Attends meetings of the Board of Trustees to present Village business and prepares Village Board meeting minutes;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the Village laws and procedures; good knowledge of government accounting principles and practices; good knowledge of office procedures and practices; ability to prepare and maintain accounting records and reports; ability to assist in organizing and administering a variety of activities; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; dependability; honesty; courtesy; sound judgment; physical condition commensurate with the duties of the position.

SUGGESTED TRAINING AND EXPERIENCE: A Bachelor's Degree in Accounting, Business Administration, Finance or a closely related field and one (1) year of experience where the primary function of the position was accounting, bookkeeping or auditing.

Villages of Irvington, Pleasantville,
Sleepy Hollow and Port Chester
J. C.: Exempt
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Job Class Code: 0068