

DEPUTY VILLAGE TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Village Treasurer, an incumbent of this class is responsible for the accounting, collection, custody and disbursement of the Village treasury. This position may act for and on the behalf of the Village Treasurer. Supervision may be exercised over a staff of accounting and/or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Village Treasurer;

Assists in the receiving of all monies paid to the village and disburses same on orders drawn by Village Clerk and signed by the Mayor;

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 collecting of current taxes;

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;

Maintains filing system;

Answers correspondence;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of government accounting principles and practices; ability to prepare and maintain accounting records and reports; ability to assist in organizing and administering a variety of financial activities; 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, calendar, e-mail and database software; ability to get along well with others; integrity; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six (6) years of experience where the primary function of the position was financial recordkeeping and/or financial auditing.

SUBSTITUTION: A Bachelor's Degree* in Accounting, Finance, or closely related field may be substituted for four (4) years of the work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Villages

J. C.: Exempt+ **For one position where approved by the NY State Civil Service Commission**

+Competitive when there is a second Deputy Village Treasurer.

Job Class Code: 0070-03

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