

## **Village Treasurer - Duties Statement Tompkins County**

**Department:** Village of Trumansburg  
**Classification:** Exempt  
**Approved:** 0  
**Revised:** 04/17/2012  
**By:** AF, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS (suggested):**

Four year Bachelor's degree in accounting, business administration, finance or related field, two years of full time experience in preparing and maintaining financial accounts, records and financial statements and one year of supervisory experience; or

Two year Associate degree in in accounting, business administration, finance or related field, four years of full time experience in preparing and maintaining financial accounts, records and financial statements and one year of supervisory experience.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

Village Treasurers are employed in various villages throughout he county. The basic duties of position includes: maintain an accounting of all village receipts and expenditure, make all bank deposits, perform payments of all village bills, coordinate the development of the annual budget, oversee the village office staff and prepare and file the annual financial statement with the State of New York. Other duties include: prepare 1099 Misc Income Forms, participate in annual audit of the village finances and fiscal operation, coordinate the development the joint Youth and fire/EMS budgets, attend Village Board Meetings, assist Village Clerk with the Clerk's duties and village office operations, attend training for village clerks and treasurers, and other duties as assign by the Village Board.

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Ability to work independently and as part of an integrated team of the clerk, code and zoning staff Excellent attention to detail, organizational, analytical, oral and written communication skills and meet deadlines are required. Familiarity with governmental accounting practices is desirable.

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