

# Village Treasurer - Duties Statement, Village of Cayuga Heights Tompkins County

**Department:** Village of Cayuga Heights

**Classification:** Exempt

**Approved:** 9/2021

**By:** RP, Commissioner of Human Resources

## **SUGGESTED OR PREFERRED MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered four-year college or university with Bachelor's degree in Accounting, Finance or a related field **AND** five (5) years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting or senior level accounting position in a local government; **OR**
- B. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Accounting, Finance or a related field **AND** seven (7) years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting or senior level accounting position in a local government; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma **AND** ten (10) years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting or senior level accounting position in a local government; **OR**
- D. Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.

**The Village of Cayuga Heights is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

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

The Village Treasurer has responsibility for the fiscal management activities of the Village and carries the authority of Chief Fiscal Officer. The incumbent has all the powers and performs all the duties of treasurer and chief purchasing agent. The incumbent is responsible for directing and maintaining the financial records of the Village in the manner prescribed by the Office of the NY State Comptroller, as well as, ensuring the record-keeping activities are carried out ethically and in accordance with all applicable laws, rules, regulations and in accordance with accepted governmental accounting standards. The position also monitors and controls the fiscal operations of Village departments through the analysis of required fiscal reports. The Treasurer is appointed by, works under the direction of, and serves at the pleasure of the Village Mayor. The incumbent will perform all related duties as required. duties as required by section 4-408 (Village Treasurer) of NYS Village Law.

## **TYPICAL WORK ACTIVITIES:**

- Serves as the Village's Chief Fiscal Officer and shall be responsible for all accounting and bookkeeping functions of the municipality and any interpretation and analysis thereof;
- Represents the Village in interactions with Trustees, Staff, Constituents, Lenders, State Agencies, other Municipalities, Vendors, Auditors and Attorneys;
- Serves as administrator on bank and investment accounts with various financial institutions;
- In consultation with the Mayor and Trustees, manages the Village's annual budget development process and shall be designated as Budget Officer, including filings with the State of New York Office of the Comptroller (OSC);
- Formulates policies and procedures for the fiscal administration of the Village under the direction of the Village Board of Trustees;
- Prepares and files annual financial statements as required by the NYS OSC;
  
- Controls expenditures within amounts appropriated in the budget;
- Performs budget studies, prepares material needed for board resolutions and budget adjustments;
- Attends meetings of the Board of Trustees and makes recommendations as to measures or programs which will improve the efficiency or economy of village government;
- Compiles and reports statistical information;
- Oversees the preparation of monthly cash summaries;
- Prepares monthly investment report;
- Prepares journal entries for submittal to the Deputy Treasurer;
- Responsible for depositing of Village funds, signing of Village Checks, payment of funds as authorized by law;

- Oversees the Village's accounting function, including the maintenance of the automated General Ledger and Accounts Payable system.
- Oversees the disbursement and receipt functions;
- Oversees year-end financial closing;
- Prepares Financial Statements and other material for submission, review, and audit by the Village's Independent Auditors;
- Provides oversight of the Village's bank accounts and investments, including selection thereof, with Trustee approval as required;
- Monitors and manages the Village's cash balance including monthly reconciliation of the Bank to Book figures;
- Ensures that the Village's investments are in compliance with Village policy and NYS law;
- Provides oversight over the Village's borrowing, including the recommendation of financing options and borrowing of funds as authorized;
- Ensures that the Village has a purchasing policy consistent with State Law;
- Reviews bids or other purchase documents as appropriate;
- Directs the Village's risk management and insurance function, including preparation of insurance applications, recommendations to Trustees of risk management strategies, and acquisition of insurance policies;
- Manages the Village's fixed asset inventory, including recording of asset acquisition and disposition, and reconciling fixed asset records to the general ledger;
- Works with outside providers on periodic asset valuations;
- Provides advice and expertise to the Mayor, Trustees, and Staff on general business matters, and human resources (such as employee benefits, policies, and collective bargaining);
- Other duties as assigned.

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

- Thorough knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting, and fiscal management;
- Thorough knowledge of purchasing procedures;
- Working knowledge of state finance laws;
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP);
- Thorough knowledge of Governmental Accounting Standards Board (GASB) Statements;
- Working knowledge of bond markets;
- Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
- Ability to establish and maintain satisfactory working relationships with others;
- Ability to issue complex oral and written instructions;
- Initiative; integrity; resourcefulness; good judgment.

**PHYSICAL ACTIVITIES AND REQUIREMENTS:**

The employee must be able to sit for extended periods of time. Other types of physical effort are minimal except for the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds.

Created: 9/2021

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