

Civil Division: Villages
Jurisdictional Class: Exempt
EEO Category: Administrative Support
Adopted: 11/08/17

VILLAGE TREASURER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent provides administrative support by preparing and maintaining various village financial and statistical reports, and performing clerical duties as needed. The village treasurer works under the general supervision of the Village Mayor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Pays invoices in a timely manner;
Prepares and pays payroll taxes;
Prepares financial reports for Board as needed;
Maintains checking and savings accounts;
Prepares new budget;
Prepares monthly retirement reports;
Prepares federal and state quarterly and yearly reports;
Prepares year-end payroll and W-2s;
Makes bank deposits;
Prepares annual report;
Prepares budget paperwork for Board's approval.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of mathematics and its financial applications; good knowledge of the structure and content of the English language; working knowledge of office terminology, procedure, and equipment; ability to understand and follow simple oral and written directions; ability to write legibly; clerical aptitude; mental alertness; tact and courtesy.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience, and other such qualifications, as the Village Mayor may determine appropriate.

SUGGESTED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and bookkeeping experience.

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