

DEPARTMENT: NORTH TONAWANDA
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 17, 2009

ASSISTANT CITY TREASURER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the accurate performance of a number of tasks involved in the maintenance and safekeeping of records in the City Treasurer's Office. The incumbent is responsible for performing and/or supervising moderately difficult clerical and typing tasks and for assisting the City Clerk Treasurer in his/her duties. The incumbent works under the general supervision of the City Clerk Treasurer who reviews work for effectiveness and for compliance with policies and procedures. Direct supervision is exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts in the absence of the City Clerk Treasurer, as necessary, supervising operation of the office and assuming responsibility for the proper receipt and disbursement of all City funds;
2. Collaborates with the City Clerk Treasurer in compiling and preparing the department budget for submission to the Mayor and the Common Council;
3. Assists City Clerk Treasurer in preparing statistical and fiscal reports, posting receipts to proper accounts, making daily cash checks, attending window for inquires and collection of taxes and assisting generally in assigned administrative activities of the department;
4. Plans, supervises and reviews work and instructs new employees in specialized account keeping activities;
5. Posts to journal or ledger daily and monthly from a variety of original entry media and inputs information into computer in order to maintain accurate records to calculate fees and compile reports;
6. Prepares payroll for employees, monitors vacation and sick time schedules, monitors wage garnishments for City employees, and files Federal and State payroll reports;
7. Submits check requests for processing and distributes funds with proper correspondence;
8. When assigned, develops and establishes office systems and procedures including pending delinquent taxes and preparing ledgers for State audit;
9. Collaborates with the Accounting Department to continually monitor the status of appropriations as per the budget requirements;
10. Prepares tax statements and makes necessary corrections to taxes per direction of the Niagara County Real Property Tax Office and issues refunds when necessary;
11. Submits vouchers to State for reimbursement and monitors State Aid payments requested by other departments;
12. Compiles and submits reports to proper authorities;
13. Operates personal computer, calculator, check writing machine and other related office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in maintaining financial accounts and records; thorough knowledge of the policies, laws, regulations and functions within a City Treasurer's Office; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; working knowledge of modern office machines and the ability to apply it to recurring work problems; ability to type at an acceptable rate of speed and accuracy; ability to plan and supervise the work of others; ability to make more difficult arithmetic computations involving fractions, decimals and percentage rapidly and accurately; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complicated verbal instructions and/or written directions; ability to develop effective working relationships and deal diplomatically with the public; ability to perform close, detail work involving considerable visual effort and strain; ability to write legibly; integrity and good judgment; mental alertness; high degree of accuracy; neatness; tact and courtesy; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Three (3) years of permanent competitive status in a Senior Account Clerk Typist in the City Clerk Treasurer's Office.

OPEN COMPETITIVE:

Graduation from high school and three (3) years of full-time paid clerical experience involving responsibility for double-entry bookkeeping.

NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.