

DEPARTMENT: TREASURER
CLASSIFICATION: UNCLASSIFIED

COUNTY TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Administers activities of County Treasurer's office. Directs the receipt, accounting, deposit and disbursement of County monies. Directs the compiling and control of County budgets. Works under the general direction of the Finance Committee of the Board of Supervisors which reviews the work for effectiveness in compliance with laws and the regulations and orders of the Board. Exercises full supervision over a small number of employees in the Treasurer's department.

TYPICAL WORK ACTIVITIES:

1. Formulates all major operating policies of the Treasurer's office subject to approval from the Finance Committee and the Board of Supervisors;
2. Directs through the Deputy County Treasurer and Director of Tax and Finance the receipt, accounting, disbursement and custody of all monies in the County treasury and the collection of County property taxes that have not been collected by City and Town authorities, supervises assessment procedures;
3. Directs the deposit of all County monies in the prescribed depositories and in the proper funds;
4. Directs through Director of Tax and Finance the compiling of all County department budgets, summarizing departmental budgets including revenues, expenditures, appropriations, tax evaluations and other fiscal data, rendering all financial accounting required by law to the Board of Supervisors and various State and local officials;
5. Arranges with depositories for the assignment of proper securities to be held as collateral security for the deposits of County monies;
6. Directs the payment from County funds in accordance with the applicable laws;
7. Handles various trust accounts such as the Court and Trust Funds, Coroner's Trust Funds among others including government bonds turned over to the custody of the Treasurer's office by court order for safekeeping;
8. Administers and directs the application of the Special Tax Statute pertaining to Niagara County during the tax collection period and conducts the Annual Tax Sale;
9. Meets with consultants or advises Chairman of the Board of Supervisors, Finance Committee, other County committees, department heads, State and Town officials, bankers and attorneys, civic groups, taxpayers in matters pertaining or relating to the finances of the County, tax assessments, budget and tax levy or other fiscal information, clarifications and problems;
10. Acts as agent for the United States Government for all withholding tax purposes.