

DEPARTMENT: VILLAGES
CLASSIFICATION: UNCLASSIFIED
APPROVED: DECEMBER 30, 2009

VILLAGE CLERK - TREASURER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of responsible bookkeeping work in accordance with prescribed procedures and entails responsibility for independently maintaining accounts in proper balance and for furnishing dependable financial statements. In addition, the incumbent is responsible for administrative work involving many business transactions required by village law and by the action of the Board of Trustees. The incumbent has responsible charge of the village treasury and reports directly to the Board of Trustees. Considerable leeway is permitted for the exercise of independent judgment in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Attends all meetings of the Board of Trustees and the Zoning Board and records actions taken by preparing formal minutes;
2. Issues licenses;
3. Records and pays all bills after approval by the Board of Trustees;
4. Maintains all records necessary to figure and collect taxes in role as administrator of the village taxes;
5. Serves as fiscal officer for all accounts and budgets;
6. Prepares and maintains all financial records and reports;
7. Collaborates with the building inspector to prepare violations and correspondence;
8. Prepares the village sign;
9. Serves as office manager;
10. Maintains records and files;
11. Performs routine office functions such as filing, answering phones, opening and distributing mail, responding to correspondence, making copies, performing arithmetic computations, and operating office equipment such as calculator, personal computer, copy machine, fax, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of village law, policies, and procedures; good knowledge of governmental accounting principles and practices; skill in using a personal computer and related peripherals and modern computer software; ability to operate a personal computer and related software at an acceptable rate of speed and accuracy; ability to prepare and maintain financial records and reports; ability to organize and administer a variety of activities; ability to lead and direct the work of others; ability to maintain working relationships with government officials and the public; integrity; tact and courtesy; sound judgment; physical condition commensurate with demands of position.

SUGGESTED MINIMUM QUALIFICATIONS: These do not apply to elected positions.

Graduation from high school or possession of an equivalency diploma **and** five (5) years of bookkeeping or auditing experience, preferably including experience in governmental accounting; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting **and** three (3) years of bookkeeping or auditing experience, preferably including experience in governmental accounting; **OR**

Any equivalent combination of experience and training sufficient to indicate ability to do the work.