

## **DEPUTY VILLAGE TREASURER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible public officer position involving ministerial and clerical work of a moderately complex nature concerned with the custody of money and accounts of a village, as specified in Section 4-408 and elsewhere of the New York State Village Law, in the absence of the Village Treasurer. When the Village Treasurer is in attendance, persons in this class may assist generally in the work of the office. The term of office is one official year or remaining portion thereof, such term commencing at noon on the first Monday in the month following the date of the general village election or the date such election would have been held had elections been held annually\*. The work is performed under the general direction of the Village Treasurer. Supervision may be exercised over a small number of clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts as Village Treasurer in the absence of the Village Treasurer;  
Receives, records and deposits monies paid to the Village;  
Assists in maintaining accounts of receipts and expenditures in accordance with a uniform system of accounts;  
Computes and receives filing and recording fees;  
Indexes, files, records and reproduces documents;  
Prepares reports of a routine but moderately complex nature.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the laws and statutes concerned with the office of the Village Treasurer; working knowledge of office procedures and equipment; working knowledge of bookkeeping; ability to maintain accurate files and records.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and one (1) year of experience which included account keeping\*\* and/or bookkeeping.

### **NOTES:**

1. Academic, technical or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.
2. Completion of six (6) credits in basic accounting or an approved bookkeeping course may be substituted for the one (1) year of account keeping experience. "Adult Education" or other non-credit courses are not qualifying in this context.

**PUBLIC OFFICER:** As a Public Officer, one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed and must not have been convicted of a violation of selective training and service acts of the United States.

\* As per Section 3-302.4 of the Village Law, any officer permanently appointed to an office classified in the competitive class of the civil service shall hold such office for an indeterminate term subject to the provisions of the civil service law.

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\*\*Account keeping and/or bookkeeping experience shall be defined as experience which includes the recording of financial data in order to maintain an orderly presentation of financial transactions in ledger-account or some comparable form. These financial transactions represent the relationship among assets, liabilities, revenues or expenses. Examples of duties which may typify such work include reconciliation of general ledgers, capital funds, etc.; posting accounts payable, accounts receivable, receipts, purchases, etc.; preparation of trial balances and tax report preparation.

Routine cashier or similar experience and inventory or other record-keeping duties not involving financial transactions shall not be deemed qualifying.