

## **LIBRARY TREASURER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a moderately difficult nature which involves a responsibility for the independent performance of financial transactions and related record keeping tasks. The work, other than that required to be performed by the office of School District Treasurer, is performed under the direction of the Library Board of Trustees in accordance with standards set forth in the New York State Education Law. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares an annual financial report for the Board of Trustees and New York State;  
May prepare the monthly financial report for the Board of Trustees;  
May sign Special Fund checks;  
May reconcile and balance bank accounts.

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

Good knowledge of laws pertaining to the office of the Library Treasurer; good knowledge of office procedures and equipment; good knowledge of bookkeeping and banking procedures; working knowledge of municipal accounting principles and practices; ability to maintain accurate files and records.

**MINIMUM QUALIFICATIONS:** Qualifications are determined by the appointing authority.