

## **VILLAGE TREASURER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible public officer position serving as the chief fiscal officer of a village, performing those duties specified in Section 4-408 of the Village Law and other applicable laws as well as related fiscal duties as determined by resolution or local law of the Board of Trustees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assumes custody of all moneys belonging to the village;  
Maintains or directs the maintenance of accounts of all receipts and expenditures in accordance with a uniform system of accounts prescribed by the State Comptroller, using a double entry system;  
Deposits or directs the deposits of all moneys received by the village;  
Pays out moneys as authorized;  
Files an annual report of revenues and expenditures with the Village Clerk and State Comptroller.

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

Good knowledge of laws pertaining to the office of the Village 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.

**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.

R.C.D.P. (04.03.1985) 05.15.2015  
Exempt