

VILLAGE TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is work of a moderately complex nature involving a responsibility for the custody of all village monies and keeping accounts of receipts and expenditures as enumerated in Section 81 of the Village Law. Work is performed under general direction of the Village Board of Trustees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Receives and disburses monies paid to the village;
Maintains or oversees maintenance of village accounts;
Collects taxes;
Makes searches on back taxes and issues back tax bills;
Completes a variety of reports on the financial affairs of the village;
Maintains files relating to the fiscal transactions of the village;
Replies to correspondence;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

MINIMUM QUALIFICATIONS:

Qualifications determined by appointing authority.

APPOINTMENT ELIGIBILITY NOTE:

Per New York State Village Law §3-300, no person shall be eligible to be appointed to hold any village office who is not a village resident.