

TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work involving complex and technical accounting work. Duties may include responsibility for maintaining some accounts in the general ledger, supervising payroll related activities, accounting for fund or tax revenues received and having overall charge of books of original entry and subsidiary ledgers. An employee in this class may directly perform regular analysis of fund collection policies and procedures. Supervision may be exercised over the work of account clerical staff. A Treasurer does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for maintaining central records and controls on a number of accounts;
- Maintains bank accounts and cash reconciliations;
- Review warrant reports and supporting documentation;
- Has charge of books of original entry such as tax collection journals, cash journals, etc.;
- Prepares financial reports required by the State laws and local rules detailing claims and expenditures;
- Prepares monthly financial reports of balances of collection accounts;
- Attends and reports at board or finance committee meetings;
- Supervises the keeping of account ledgers by subordinates;
- Prepares complex financial and statistical reports;
- Supervises the reconciliation of bank balances periodically;
- Attend entrance and exit meetings with public accountants;
- May oversee payroll system and its related central accounting systems;
- Uses a personal computer to make financial inquiries, maintain records and make analyses;
- Processes and approves expenditures;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL

CHARACTERISTICS: Thorough knowledge of modern accounting principles and practices as related to local government or a library; Good knowledge of office management principles and procedures; Resourcefulness in applying accounting procedures and practices to problems encountered in work; Ability to prepare and maintain tax accounting records and reports; Ability to analyze and organize complex oral instructions and/or written instructions; Ability to develop effective working relationships with subordinates and other contacts; Ability to learn software programs and utilize computer to enter and retrieve data; Integrity and good judgment in solving complex tax-related problems; Ability to plan, assign and supervise the work of others; Accuracy; Honesty.

MINIMUM QUALIFICATIONS:

- A. Possession of a bachelor's degree in Accounting, Finance, Mathematics (Education), Business or Public Administration, Economics or related field and one (1) year of full time, or its equivalent part-time, experience in payroll processing, accounting or auditing; OR
- B. Possession of an associate degree in Accounting, Finance, Mathematics (Education), Business or Public Administration, Economics or related field and three (3) years of full time, or its equivalent part-time, experience in payroll processing, accounting or auditing; OR
- C. Five (5) years of full time, or its equivalent part-time, experience in payroll processing, accounting or auditing.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

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