

Treasurer

Overview

The critical functions that the Treasurer provides to the Village of Skaneateles include, but are not limited to, responsibility for overseeing the operations of the Accounting Department and performing a variety of accounting and business management activities related to fiscal affairs of the Village. The incumbent is responsible for all Village funds, acts as a budget controller, collects taxes, and oversees financial transactions, installation and maintenance of accounting systems, pay procedures, purchasing, and the preparation of financial reports and analyses. The work is performed under the general direction of the Mayor and Village Board and the incumbent will report to the Administrator/Clerk as his/her supervisor. The incumbent does related work as required.

Minimum Requirements

- ❖ Possession of a bachelor's degree from a regionally accredited or New York State registered college or university in business administration, economics, accounting, public administration, or related field and two (2) years of accounting or auditing experience involving the maintenance or auditing of double entry books or records of a business, including the general ledger, or in the maintenance of governmental agency books or records involving appropriation accounting and the preparation of budget and financial reports; one (1) year of which shall have been in a supervisory capacity; or
- ❖ Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, business administration, economics, or related field including or supplemented by eighteen (18) semester credit hours in accounting and three (3) years of experience as outlined in the above; one (1) year of which shall have been in a supervisory capacity; or
- ❖ An equivalent combination of training and experience as defined by the limits of the above.
- ❖ Demonstrate excellent oral and written communication skills
- ❖ Demonstrate excellent mathematics skills
- ❖ Be detail oriented
- ❖ Possess advanced computer skills with word processing, spreadsheets, and financial software

TYPICAL WORK ACTIVITIES:

- Acts as custodian of all funds, monies and securities which are the property of the Village or of its departments and oversees deposits;
- Performs general accounting duties such as maintaining general ledger, making journal entries, advising the Mayor and Village Board in regard to appropriate balances and fund transfer, taking trial balances, and reconciling bank statements and accounts;
- Administers cash flow and investments program and prepares related fiscal reports;
- Computes tax rates and oversees tax billing and collection procedures;
- Maintains records of accounts payable and of current orders and contracts for Village departments;
- Oversees payroll procedures for Village Departments and processes payroll;

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- Reviews and recommends new accounting procedures and systems in order to provide a clear audit trail of financial transactions;
- Prepares a variety of tax, financial, and statistical reports and analyses to comply with State and Federal requirements and to provide pertinent information to the Mayor as a basis for decision making;
- Participates in meetings concerning equipment purchase, capital construction and other expenditures which have an impact on Village finances;
- Assists the Director of Municipal Operations with financial planning for capital budgets and debts;
- Computes depreciation of equipment, buildings, and other physical property and oversees related records;
- Determines, on authority of the Village Board, the terms and conditions of municipal obligation and is responsible for payment;
- Oversees preparation of claims or audits by the Village Board;
- Prepares monthly status reports for Mayor and Village Board and periodically reports on status of budgetary appropriation to department heads and Village officials;
- Prepares and issues periodic financial and statistical reports related to Village finances and fiscal operations;
- Such other duties as may be assigned.