

Village Treasurer - Duties Statement Village of Freeville Tompkins County

Department: Village of Freeville
Classification: Exempt
By: AG, Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

Possession of a Bachelor's degree in accounting, business administration, finance or related field **AND** two years of full time experience in preparing and maintaining financial accounts, records and financial statements, one year of which must have been in a supervisory capacity; **OR**

Possession of an Associate degree in accounting, business administration, finance or related field **AND** four years of full time experience in preparing and maintaining financial accounts, records and financial statements, one year of which must have been in a supervisory capacity.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The basic duties of position includes: maintain an accounting of all village receipts and expenditure, perform payments of all village bills, coordinate the development of the annual budget, and prepare and file the annual financial statement with the State of New York, Process and maintain Village payroll. Other duties include: prepare 1099 Misc Income Forms, W-2 tax forms, monthly & quarterly NY & Federal tax payments, NYS Retirement reporting, participate in annual audit of the village finances and fiscal operation, and other duties as assign by the Village Board.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Ability to work independently and as part of an integrated team of the clerk, code and zoning staff;
Excellent attention to detail;
Organizational, analytical, oral and written communication skills;
Ability to meet deadlines is required.
Familiarity with governmental accounting practices highly desirable.

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