Department: Village of Freeville  
Classification: Unclassified  
Approved: Unclassified  

Minimum Qualifications:  
Associates degree with a concentration in business or accounting and 2 years administrative experience. Experience using basic office equipment, competency in MS Word and Excel. Excellent communication and customer service skills. Ability to exercise strong judgment in handling a wide variety of issues. Ability to work independently, with little supervision. Must display initiative in looking for ways to improve services and procedures. A knowledge of the Village in which employed, and the Tompkins County area in general, is desired. A general knowledge of how municipal governments operate is desirable.

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

Position Description  
This position provides broad administrative and financial support to the Village of Freeville, including all village boards and the Code Enforcement Officer. Work is performed under the very general supervision of the Mayor. The incumbent must be able to carry out duties independently, with very little direct supervision. Duties of the position include, but are not limited to:

• Answering general inquiries from village residents and other municipal offices.
• Oversee maintenance of files, record management and archives.
• Issue and collect semi-annual sewer bills
• Serve as village tax collector.
• Collect permit fees and other village fees and charges as needed.
• Oversee all banking activities including: deposits, transfers, and monthly reconciliations.
• Attend meetings of the Board of Trustees, Planning Board and Zoning Board of Appeals – prepare agendas and take and distribute minutes.
• Administer the annual election process.
• Administer the Freeville Summer Recreation Program.
• Administer all payroll duties including: processing bi-weekly, monthly and annual payroll; filing monthly, quarterly and annual reports; issuing employee W2s.
• Oversee payment of all invoices received (accounts payable).
• Prepare and file annual budget
• Prepare monthly and annual financial reports.

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