

# Position Description -Village Clerk-Treasurer

## Job Purpose

The work of this position is to plan, organize and manage the Village's financial operations, water and sewer billing, Village Tax billing, Village elections, and preparation of required fiscal reporting.

## Duties and Responsibilities

Following is a list of the primary duties and responsibilities for this position. It is not intended to encompass all duties and responsibilities, but merely highlights the major responsibilities of the position. Additional duties may be assigned or develop over time.

- Supervise office employees, including the Deputy Clerk-Treasurer. The School Crossing Guard reports to the Clerk-Treasurer as well. The Clerk-Treasurer works in conjunction with the Youth Committee Chairperson for supervision of this seasonal program.
- Exercises independent judgment and initiative in planning and managing the Village's financial operations
- Act as liaison between general public and Village Board of Trustees
- Reconciles checking accounts and makes deposits to the bank. Deposits and transfers money between accounts.
- Maintains updated information in all accounts and ensures all accounts are balanced.
- Works with Bond Counsel and provides information necessary for bond issues.
- Maintains village accounting records; prepare financial statements, including the annual update document for the state; authorized signatory on village checks; oversee proper procedure to account for receipts and disbursements
- Monitors Cash flow to ensure sufficient funds are available.
- Supervise quarterly water/sewer billing process; responsible for keeping water/sewer records up to date
- Responsible for village tax collection, annual submission of delinquent water/sewer list and delinquent village property tax list to county, tax searches
- Conduct the village election in accordance with standard election procedure
- Attend village board meetings; prepare meeting agendas, resolutions, reports, financial statements, and other documents for the board meeting; record and distribute meeting minutes; follow through on agenda items at the direction of the Village board
- Works in conjunction with the Zoning Officer

Qualifications: Associate's degree, preferably in accounting, with 3-5 years of municipal business experience, or an equivalent of training and experience.

Send resumes to: Village of Elba, 4 South Main St., PO Box 55, Elba, NY

Last date accepting resumes will be April 10<sup>th</sup>.