

TREASURER

Code No. 3-01-095
Exempt-Villages

DISTINGUISHING FEATURES OF THE CLASS: This position, in a jurisdiction, is responsible for both routine and complex administrative financial work and the collection and disbursement of all monies determined by obligation. The employee is entrusted with custody of all revenues when collected and deposited in financial institutions and is responsible for investment management activities. Responsibility also involves proving accuracy of all balanced accounts. The employee reports directly to, and works under the general supervision of an elected official, Commissioner or other higher-level staff member. General supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Receives, deposits, and disburses monies determined by obligation;

Keeps accounts and all substantiating records and materials such as receipts, orders, vouchers, and cancelled checks;

Prepares financial summaries and annual, quarterly and monthly reports, and reports on fixed assets, cash flow, deferred expenditures, etc.;

Provides written reports of receipts and disbursements;

Compiles confidential information for, and prepares and distributes financial reports;

Manages the investment of available funds;

Analyzes cash flow, studies the market and recommends investment options;

Prepares or assists with the annual budget development including preparing projection of revenues from investments and anticipating financial needs;

Provides for the conduct of the annual independent audit;

Presents total accounting of moneys received and disbursed during the fiscal year;

Administers payroll including, but not limited to the withholding and payment of required state and federal reports on a monthly, quarterly and annual basis;

Certifies payroll with county civil service commission in accordance with New York State Civil Service Law;

Assists in preparing for collective bargaining activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the function of Treasurer; thorough knowledge of state and local laws as related to the collection and disbursement of monies; thorough knowledge of the principles and practices of accounting and financial record keeping; good knowledge of financial investment opportunities; organizational ability; ability to analyze financial data; ability to prepare financial reports; ability to produce accurate work; ability to effectively invest in short range and long range investments; ability to develop budgets; ability to oversee, administer, and certify payrolls; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to utilize a computer and related software; good judgment; physical condition commensurate with the demands of the position.

Monroe County Civil Service Commission

ADOPTED: November 14, 1991

REVISED: May 1, 2025