

## **TREASURER TO THE BOARD OF TRUSTEES (PART-TIME)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a part-time, policy-influencing position in which the incumbent oversees the maintenance and depositing of all receipts and monies for a Library. An employee in this class performs a wide variety of financial record keeping and disbursement functions. This is a highly responsible position calling for the use of independent judgement. Work is performed under the general supervision of the Library Director. Supervision is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.

Deposits all incoming funds in the manner prescribed by law;

Disburses funds for the purposes authorized by the Library Board of Trustees;

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

Oversees review of monthly bank reconciliations;

Reviews monthly payroll reports;

Confirms tax payments and verifies timely submissions;

Assists with annual financial reports to New York State and the Mid-Hudson Library System;

Produces monthly report for Library Board of Trustees.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of financial record keeping practices and procedures; good knowledge of modern business practices, procedures and terminology; ability to maintain records and prepare narrative reports; ability to understand and carry out oral and written directions; ability to get along well with others; good judgment; honesty; a high degree of accuracy; tact; confidentiality.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Finance, Business or closely related field; **OR**

- B. Graduation from high school, or possession of a high school equivalency diploma, and two (2) years of full-time paid, or its' part-time equivalent clerical work experience involving responsibility for maintaining or auditing financial records; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B.

ULSTER COUNTY  
7419 TREAS BT P  
Classification: Non-Competitive (PIC)  
OA

Adopted: August 8, 2019