



Job Title: Village Treasurer

Location: Village of Saranac Lake

Jurisdictional Class: Mayoral appointment with Board of Trustee approval

Full Time: 40 hours per week, Monday - Friday 8am-5pm

Salary Range: \$55,000+

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for overseeing all finance functions and for planning and directing the finance department activities in the village. Supervision is exercised over the work of subordinate staff (Principal Account Clerk and Account Clerk).

TYPICAL WORK ACTIVITIES:

- A. Maintaining custody of all village funds in accordance with the uniform system of accounts.
- B. Depositing of all village funds
- C. Monthly and weekly bank reconciliations.
- D. Investing village funds.
- E. Monitoring and signing of all checks.
- F. Monitoring payments to vendors.
- G. Produce Annual Financial statement to be audited every year by an independent firm.
- H. Oversee computerized accounting system, including general ledger, accounts payable, account receivable, purchase orders, payroll, utility billing, general receipt, taxes. Ability to take over these duties as necessary.
- I. Debt issuance and payments.
- J. Financial reports to the Board of Trustees of financial condition: 1. Report summarizing revenues and expenses fiscal year to date compared to the same period in the prior fiscal year at a frequency determined by the board; 2. an expense control report summarizing each department's expenses fiscal year to date at a frequency determined by the board; and 3. a detailed budget line item revenue and expense report at a frequency determined by the board.
- K. Budget preparation and monitoring.
- L. Oversee bid documents and requirements for bidding.
- M. Community Development, Capital Projects, Trust and Agency, Fixed Asset accounting.
- D. Any other duties the Board of Trustees may assign.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- A. Bachelor's degree in Accounting, Business Administration, or closely related field; and 2 year's experience in maintaining financial accounts and records; OR
- B. Associate's Degree in Accounting, Business Administration, or closely related field; and 4 years' experience in maintaining financial accounts and records;
- C. Experience/knowledge of Municipal Accounting preferred.

HOW TO APPLY:

1. Please send a resume and [application](#) with references to:

Village of Saranac Lake

Attn: Village Clerk

39 Main Street

Suite 9

Saranac Lake, NY 12983

2. Applications will be accepted until June 22, 2022.

3. The Village will contact prospective applicants to schedule interviews; please do not call the office directly.

The Village of Saranac Lake is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status.