

DEPUTY TREASURER

The Village of Canton is in search of a Deputy Treasurer to join our team. Starting pay is \$42,900/year with an excellent benefit package. This is an Exempt Class Civil Service position. No exam is required. It is a highly responsible, confidential, and professional position. Please submit a letter of interest, application, resume and three references to Sharon Brunet, Treasurer, 60 Main St, Canton, NY 13617 or email to sbrunet@cantonny.gov. The Village of Canton is an AA/EOE employer.

The Deputy Treasurer is under the supervision of the Village Treasurer, performs highly responsible and technical accounting work in the maintenance of Village financial records, collection, and disbursement of Village funds. The Deputy Treasurer participates in the recording of accounting transactions, assists in the preparation and maintenance of budgetary records and financial reports.

Illustrative Examples of Work

- Collects property taxes, prepares reports and deposits
- Maintain water meter reading books, updating customer and meter information as required.
- Update utility billing system, requesting final readings, and preparing final bills, as necessary, on change of ownership/residents
- Prepare monthly/quarterly/annual water and sewer bills, including all required reports, and prepare bills for mailing
- Collect and post receipts on a daily basis, printing and preparing the daily reports
- Maintains the accounts payable module to include preparing abstract, vouchers, and checks for monthly payment of bills.
- Update the accounts payable program to include vendor information.
- Prepares monthly bank reconciliations for approval by Treasurer
- Keeps fixed asset records up to date.
- Communicates with clients, vendors, or other agencies as needed.
- Assists general public, answers phones, handles complaints, etc.
- Performs any other related work as required by the Village Treasurer.

Acceptable Training and Experience:

Associate's degree preferred with experience in accounting, clerical work, general office procedures; computer experience is required. Municipal experience is a plus.

Required Knowledge, Skills, and Abilities:

- ❖ Must possess the ability to prepare and maintain complex public records and documents.
- ❖ Knowledge of modern methods used in keeping and checking financial records and accounts
- ❖ Good knowledge of office terminology, procedures, equipment, and business English
- ❖ Knowledge of accounting principles involved in recording revenues and documenting public funds disbursements
- ❖ Ability to understand and interpret complicated oral and/or written directions
- ❖ Ability to develop effective working relationships and deal with employees, officials, and the public
- ❖ Attention to detail a must