



Department: Finance / Village Hall

Location Village Hall: 21801 Torrence Ave

Job Title: Village Treasurer

Classification: Exempt

Treasurer Overview

The critical functions that the Treasurer provides to the Village of Sauk Village include, but are not limited to, responsibility for overseeing the operations of the Accounting/Finance Department and performing a variety of accounting and business management activities related to fiscal affairs of the Village. As an appointee of the Village of Sauk Village, this position performs and/or supervises all financial matters, the annual audit, internal & external financial reporting, fund accounting, budget, treasury, revenue collection, payroll, purchasing, accounts payable, accounts receivable, debt management, grant financial administration, and utility accounting and billing. This position is additionally responsible for all Village funds, acts as a budget controller, collects taxes, and oversees financial transactions, installation, and maintenance of accounting systems, pay procedures and the preparation of financial reports and analyses. The work is performed under the general direction of the Mayor and Village Board of Trustees and the incumbent will report to the mayor. The incumbent does related work as required.

Minimum Requirements:

- Possession of a bachelor's degree from a regionally accredited or New York State registered college or university in business administration, economics, accounting, public administration, or related field and two (2) years of accounting or auditing experience involving the maintenance or auditing of double entry books or records of a business, including the general ledger, or in the maintenance of governmental agency books or records involving appropriation accounting and the preparation of budget and financial reports; one (1) year of which shall have been in a supervisory capacity; or
- Demonstrate excellent oral and written communication skills.
- Demonstrate excellent mathematics skills.
- Acute attention to details.
- Possess advanced computer skills with word processing, spreadsheets, and financial software.

TYPICAL WORK ACTIVITIES:

- Acts as custodian of all funds, monies and securities which are the property of the Village or of its departments and oversees deposits.
- Performs general accounting duties such as maintaining general ledger, making journal entries, advising the Mayor and Village Board regarding appropriate balances and fund transfer, taking trial balances, and reconciling bank statements and accounts.
- Administers cash flow and investments program and prepares related fiscal reports.

- Computes tax rates and oversees tax billing and collection procedures.
- Maintains records of accounts payable and of current orders and contracts for Village departments.
- Oversees payroll procedures for Village Departments and the processing of payroll.
- Reviews and recommends new accounting procedures and systems in order to provide a clear audit trail of financial transactions.
- Prepares a variety of tax, financial, and statistical reports, and analyses to comply with State and Federal requirements and to provide pertinent information to the Mayor as a basis for decision making.
- Participates in meetings concerning equipment purchase, capital construction and other expenditures which have an impact on Village finances.
- Assists the Village Administrator and Director of Finance with financial planning for capital budgets and debts.
- Computes depreciation of equipment, buildings, and other physical property and oversees related records.
- Determines, on authority of the Village Board, the terms, and conditions of municipal obligation and is responsible for payment.
- Oversees preparation of claims and assists with audits by the Mayor and Village Board.
- Prepares monthly status reports for Mayor and Village Board and periodically reports on status of budgetary appropriation to department heads and Village officials.
- Prepares and issues periodic financial and statistical reports related to Village finances and fiscal operations.
- * Assures compliance with all municipal revenue ordinances (i.e., sales, use, franchise taxes, etc.).
- * Develops required policies and procedures to ensure the Village accounting and financial reporting follows established accounting standards, and assures proper internal controls are in place and functioning in an acceptable manner.

Hours and Availability

Village Treasurer requires the ability to work and to attend Village meetings on the second Tuesday of every month on an as needed basis. This is a flexible work-from-home and/or inside village position.