



Job Title: Village Treasurer

Location: Village of Saranac Lake

Appointment: Mayoral appointment with Board of Trustee approval

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

Salary Range: \$70,000+

Position Summary:

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:

- Maintain custody of all village funds in accordance with the uniform system of accounts.
- Collect and deposit and reconcile all village funds (tax and utility billings).
- Monthly and weekly bank reconciliations.
- Invest village funds.
- Monitor and sign all checks.
- Monitor payments to vendors.
- Produce Annual Financial statement to be audited every year by an independent firm.
- 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.
- Debt issuance and payments.
- Financial reports to the Board of Trustees of financial condition:
 - 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;
 - An expense control report summarizing each department's expenses fiscal year to date at a frequency determined by the board; and
 - A detailed budget line item revenue and expense report at a frequency determined by the board.
- Budget preparation and monitoring.
- Oversee bid documents and requirements for bidding.
- Community Development, Capital Projects, Trust and Agency, and Fixed Asset accounting.
- Union negotiations.
- Supervise and evaluate subordinates.
- Perform related duties as assigned.