



Village of Watkins Glen  
303 N. Franklin Street  
Watkins Glen, NY 14891  
607-535-2736

Job Opening  
**Village Treasurer**  
Village of Watkins Glen

**SALARY:** Salary negotiable based on experience.

**LAST DATE TO FILE:** Applications accepted until vacancy filled.

**VACANCY:** The Village of Watkins Glen is accepting applications for a **Village Treasurer** in our Village Office.

**HOW TO APPLY:** Interested candidates must submit an original Civil Service “*Application for Employment and/or Examination*” to the **Schuyler County Civil Service Office**.

Applications can be submitted via mail (105 Ninth St., Unit 21, Watkins Glen, NY 14891), email ([civilservice@co.schuyler.ny.us](mailto:civilservice@co.schuyler.ny.us)), fax (607-535-8193), or drop off box located outside of the County building or you can visit the office directly.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for administering the business management and accounting activities of a village. The position reports directly to the Village Clerk.

**TYPICAL WORK ACTIVITIES:**

Oversee custody of all moneys belonging to the Village. Monitor financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met. Receive, record, and authorize, with Board approval, requests for disbursements in accordance with Village policies and procedures. Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies. Accounting for all receipts and disbursements in regard to Village funds, Accounts Payable and Accounts Receivable, with active knowledge of the mapping of General Ledger account numbers. Responsible for payroll preparation, payroll reports and records. Maintain current knowledge of Village policies and procedures, federal and state policies and directives, and current accounting standards. Tax Collection. Works with auditors at

year-end. Generates reports and presents all financial data as required for the audit. Files annual report of revenues and expenditures with appropriate local, state and federal agencies. May be required to attend Village Board Meetings, usually twice monthly. Other assigned duties.

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

Knowledge of economic and accounting principles and practices, strong mathematics, high standards in providing quality customer service, knowledge of laws, government regulations and agency rules. Complex problem solving and critical thinking skills, good judgment and decision making, reading comprehension, management of financial resources, the ability to communicate information and ideas in speaking so others will understand.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree (or higher) in Accounting, Business Administration, or a related field, and two years experience in an accounting related role; **OR**
- B. Graduation from high school or possession of an equivalency diploma and four years experience in an accounting related role; **OR**
- C. A combination of education, training, and experience as noted in A. and B.

**\*\*Special Requirements:** GAAP certification and municipal finance experience preferred. Considerable ability to communicate effectively both orally and in writing.

**SPECIAL REQUIREMENTS FOR THE VILLAGE OF WATKINS GLEN:**

*\*This institution is an equal opportunity provider and employer\**

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: May 31, 2022**