

**VILLAGE OF COLUMBIAVILLE
APPOINTED VILLAGE TREASURER/OFFICE
ASSISTANT
JOB DESCRIPTION**

Part-time position, 14 hours a week, Wednesdays and Fridays 9:00 a.m. to 4:00 p.m. Must be able to fill in as needed, in absence of Administrative Assistant. Must be able to work additional hours or days as needed. Starting pay \$11.00 an hour, an additional \$1000.00 at year end for tax season.

PRIMARY PURPOSE:

This position is under the direction of the Village Administrator. Performs responsible clerical accounting work in receiving, recording, and reconciling of the Village revenues and assists in maintaining control of the Village's expenditures, investments, and receivables; and provides secretarial and office assistance to the Village Administrator.

The Village Treasurer is appointed by the Village Council upon recommendation from the Village Administrator. The appointed Village Treasurer shall have all the powers and perform all the duties, which are granted to the office of the Treasurer per Village Charter.

DUTIES AND RESPONSIBILITIES:

Receives oral and written instructions from the Village Administrator.

Plans and organizes work according to established or standard office procedures.

Receives, records and posts revenues from departments and other direct sources.

Prepares bank deposit forms.

Regularly balances bank accounts.

Performs calculating, posting and verifying duties.

Maintains separate account ledgers and transfers data to Treasurers Book.

Prepares monthly account summarizes for each fund and supplies Village Administrator and Village Council a monthly Treasurer's Report.

Assists Village Administrator in financial reporting work as required.

Enter and post completed payroll, accounts payable and all receivables weekly or as directed.

Sets up and maintains accounts records for special projects, grants, and related fiscal events.

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Assists Village Administrator in cash management.

Prepares information for entry into an automated accounting system in Excel.

Maintains investment records.

Provides administrative support and office assistance to Village Administrator.

Composes routine correspondence.

Prepares statistical and narrative reports as required.

Reports work accomplished to the Village Administrator.

Provides budget assistance as needed to Village Administrator.

Provides information to department heads, insurance carriers, banking officials, state and federal agencies as needed.

Provides general information to the public.

Relieves office staff as needed.

Provides a clean working environment by regularly cleaning of Village Office and Hall, shared with other office staff.

Must attend training classes or conferences relating to the position as instructed by the Village Administrator.

EDUCATION AND/OR EXPERIENCE:

Qualifications and Requirements- Education:

- High School diploma with courses related to accounting or bookkeeping experience.

Previous Experience:

- An equivalent combination of experience and training may be substituted for any of the aforementioned specific qualifications.

Specialized Requirement:

- The position requires that within fifteen (15) days of the time of being sworn into office, the Village Treasurer shall give bonds to the Village in such sums and with such sureties as the Village Council shall prescribe for the faithful performance of their duties, the cost of such bonds to be paid by the Village.

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LANGUAGE SKILLS:

Ability to communicate effectively in oral and written form.

MATHEMATICAL SKILLS:

Knowledge of finance and accounting principles.

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.

Ability to maintain files and records and to make mathematical calculations using a calculator.

REASONING ABILITY:

Ability to use knowledge and reasoning to solve complex problems.

Ability to concentrate on complicated detail and complex issues with some interruption, pressure and changing priorities.

Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned.

Ability to learn and apply new information, technology and legislation applicable to departmental activities.

PHYSICAL DEMANDS:

Ability to get from one or more locations in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit for long periods of time.

Ability to reach and bend and push/pull or lift objects.

Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.

Ability to see and read objects closely as in reading narrative or financial reports. Ability to read plans, maps and diagrams and read from a computer monitor.

Ability to hear normal sounds with background noise as in the hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.

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WORK ENVIRONMENT:

Works in typical office setting with DPW Garage attached, subject to interruptions, heavy traffic flow and heavy work volumes at times. May be exposed to dust, dirt etc...

SPECIFIC REQUIREMENTS:

Skills:

Ability to operate a calculator, typewriter, computer, and other office equipment.

Ability to process paperwork according to standardized procedures.

Ability to perform complex arithmetic operations and to learn to operate data and word processing equipment.

Ability to type accurately.

Ability to relate to staff and public in a positive manner.

Ability to handle information discreetly and to follow the Village's Confidentiality Policy.

Knowledge:

Knowledge of bookkeeping and record keeping procedures, including accounts payable and receivable.

The above job description is illustrative and not a complete itemization of all facets of the position.

I, _____ has read and understand the Office Assistant/ Appointed Treasurer's job description on this _____ day of _____, _____.

Signature of Appointed Treasurer/Office Asst.

Signature of Administrator