

# Village of Champlain

## **Job Description: Clerk/Treasurer**

### **Duties and Responsibilities**

#### **Financial Management**

- Prepare and submit annual, quarterly, and monthly financial reports as required by federal, state, and local regulations.
- Assist with preparation and monitoring of the annual operating budget, including compilation and analysis of financial data.
- Perform cost analysis, budget forecasting, and other accounting tasks to promote efficiency and fiscal responsibility.
- Verify availability of funds from appropriate accounts and ensure proper application of accounting procedures.
- Advise the Mayor, Village Board, and staff on financial reporting requirements and control of expenditures.
- Maintain ledgers, journal accounts, and reconcile accounts regularly.
- Prepare, submit and follow through with quarterly reports to the Champlain Water Board

#### **Payroll and Personnel**

- Maintain payroll records and prepare payroll for Village employees.
- Oversee the preparation and maintenance of personnel, payroll, and attendance records.

#### **Clerk Functions**

- Operate standard office equipment and maintain organized office operations.
  - Coordinate with Village department heads to support effective communication and reporting.
  - Perform receptionist and telephone duties as needed.
  - Collect fees, process payments, and account for all funds received.
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### **Qualifications**

- Strong knowledge of municipal finance, accounting principles, and recordkeeping.
- Proficiency in computerized accounting and payroll systems.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Knowledge of state and local laws governing municipalities preferred.

**Minimum Qualifications**

- a) Graduation from an regionally accredited or NYS registered college or university with a Bachelor's Degree or higher in Accounting, Finance, Business or Public Administration, Economics or related field: or
- b) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Accounting, Finance, Business Administration or related field and two (2) years work experience which shall have included accounting or auditing experience and the preparation of budget and financial reports; or
- c) Graduation from high school or a high school equivalency diploma and four (4) years of work experience and preparing of budget and financial reports; or
- d) An equivalent combination of training and experience as defined by the limits of (1) (b) and (c) above.

Salary beginning at \$45,000 commensurate with skills, experience and education. Benefit package is also included.

Contact the Village of Champlain at 518-298-4152 for application and details.