

DEPUTY COUNTY TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This position requires a skilled and dependable Deputy County Treasurer to support the County Treasurer in managing all operations of the Treasurer's Office. The Treasurer's Office is responsible for the comprehensive accounting of all County financial activities and oversees the management of all County bank accounts, including daily deposits, disbursements, investments, and fund transfers. This role oversees the full scope of tax collection operations and tax foreclosure proceedings. The Deputy serves as the acting Treasurer during the temporary absence of the Treasurer and serves at the discretion of the County Treasurer. Administrative supervision is exercised over department leads.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supports the collection, processing, and reconciliation of all county taxes and revenues;

Oversees and assists with foreclosure processes and tax certiorari actions;

Responsible for reviewing, interpreting, and processing all court-ordered reductions and corrections of errors within the required timeframes;

Works closely with the County Attorney on property tax proceedings;

Maintains County Certificates of Residency and the annual unclaimed funds process;

Deputy County Administrator for all financial institutions used – responsible for physical daily deposits, transfers, wire approvals, positive pay approvals, and administering sites;

Prepare resolutions and legal documents for tax foreclosure, tax certiorari, and auction surplus;

Assist with audits, annual budget preparation, financial reports, and revenue projections;

Coordinate compliance initiatives;

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May process time off requests and time cards;

Assist with room tax and solid waste collections, billing, and enforcement;

Maintain record retention procedures;

File legal documents with the County Clerk;

Guide office staff and assist with Town Tax Collector training and coordination;

Attend required training to stay current with relevant laws and regulations;

Other duties as may be assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Proficiency in Microsoft Office (Word, Excel, Access) with experience using financial software and related applications; ability to handle sensitive information with discretion and a high level of integrity; excellent organizational, communication, and analytical skills; ability to work independently and manage multiple priorities. Preferred, but not required, skills: ability to read, interpret, and analyze legal documents and verify accuracy and completeness of content; experience in governmental finance, fund accounting, and strong knowledge of NYS regulations; and proficiency in interpreting and writing legal documents.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Accounting, Finance, Public Administration, or a related field; or

(B) Four (4) years of relevant financial, administrative, or municipal experience; or

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(C) An equivalent combination of education and experience.

NOTE: Candidate may be required to obtain a notary public license after hire.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 12/4/2025

Jurisdictional Class: Non-Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 12/8/2025