

LIBRARY TREASURER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of responsible bookkeeping work in accordance with prescribed procedures, and entails responsibility for independently maintaining accounts in proper balance and for furnishing dependable financial statements.

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.*

Receives all monies paid to the library and disburses same on order of the Board of Trustees;

Keeps the library accounts with a detailed classified budget control as prescribed by the State

Comptroller, using double entry system;

Executes reports on all financial affairs for the library and the Board of Trustees;

Makes annual report as necessary;

Maintains filing systems;

Answers correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of accounting principles and practices; ability to prepare and maintain accounting records and reports; integrity; good accounting judgment; some knowledge of typing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from an approved New York State two year college with an A.A.S. degree in Accounting, with one (1) year of account keeping or office management experience; or

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- (B) Four (4) years of satisfactory experience in work of accounting nature, of which one (1) year must have been in difficult and responsible work, of which the major part involved the supervision of others engaged in work of a record keeping nature, and graduation from a standard senior high school;