



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: Library Treasurer  
Jurisdictional Class: Exempt; Part-Time  
Civil Division: Seymour Library  
Adoption: CSM 7/11/19  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position with function as the Treasurer whom will report directly to the Board of Trustees in line with the directives from the Office of the State Comptroller. This position will be dealing with the sensitive nature of financial transactions and audit of financial documentation. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Attend monthly Financial Committee meetings and report to the committee.  
Attend one Board meeting each quarter and report to the Board of Trustees.  
Oversee investments of the funds and make recommendations to the Board of Trustees.  
Provide a monthly Treasurer's Report to the Board of receipts and disbursements, together with bank reconciliations and supporting documentation.  
Oversee deposits and disbursement of funds.  
Review monthly bank statements.  
Maintain appropriate accounting records.  
When necessary, sign check and bank account transfers as an authorized signer along with the Board President and Vice-President who typically sign the checks.  
Review annual budget prepared by the Library Director.  
Annually: Review audit, meet with Audit Committee twice each year.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Ability to respond to questions and translate financial information for the Library Director and Trustees.  
Understanding and knowledge of management of long-term investments.  
Proficiency with data analysis and reporting.  
Possess strong written and verbal communication skills.

**MINIMUM QUALIFICATIONS:**

--Bachelor's Degree in Accounting, Finance or closely related field.  
--CPA Certification or Master's Degree in Accounting, Finance or Business is a plus  
--Minimum of 3 years of relevant experience with at least 1 year working with a non-profit or municipality.  
--Advanced PC proficiency including QuickBooks and Microsoft Office applications including Excel

**SPECIAL REQUIREMENT(S):**

Must be bonded.