

Mohawk Valley Library System

Position Description: Treasurer

The Mohawk Valley Library System Treasurer is a part-time position that provides financial oversight and reporting for the MVLS Board of Trustees. Typical workload is 2 hours per week.

General Statement of Duties: The MVLS Treasurer fulfills the functions outlined for a public library Treasurer by New York State Education Department. The position requires a high degree of organization, attention to detail and self-motivation. As long as MVLS performs the fiscal agent function for the MVLS/SALS Joint Automation System, the MVLS Treasurer also performs similar duties for the Joint Automation system.

Typical Work Activities (Illustrative Only):

Approves Disbursements:

- Reviews all claims for accuracy and to ensure policies are followed
- Signs checks and approves all disbursements
- Reviews and approves transfers, account activity and investments

Performs Deposits:

- Deposits funds to accounts on a weekly basis
- Reviews and approves transfers, account activity and investments

Oversees Accounts, Reconciliation and Reports

- Verifies account statement reconciliations
- Verifies the monthly Treasurer's Report provided to the Board of Trustees

Performs other financial duties as assigned

Required Knowledge, Skills and Abilities:

Understanding of Accounting, financial management and banking

Schedules time effectively, meets deadlines, and deals with interruptions

Ability to use computer programs to provide reports and reconciliations

Working knowledge of public library services and practices

Tact and courtesy in dealing with employees, clients, member libraries, and the public

Salary: \$22/hour, varying depending on experience.

The Mohawk Valley Library System is an equal opportunity employer. Reasonable accommodations will be provided for people with disabilities.