

Library Treasurer  
Voorheesville Public Library  
Voorheesville, NY

The Board of Trustees of Voorheesville Public Library in Voorheesville, NY, invite qualified individuals to apply for the position of Library Treasurer. The position is a non-voting appointed officer of the library board of trustees and answers directly to the board. Voorheesville Public library is a school district library serving a population of approximately 7,200 with an annual budget of approximately 1.3 million dollars.

This position is currently under consideration for classification by Albany County Civil Service.

The Treasurer is expected to exercise a high level of independent judgement in overseeing the financial operations of the library. Typical work activities may include, but are not limited to:

- advising or reporting to the board of trustees on the overall financial operation of the library
- ensuring separation of financial duties
- offering financial advice to the board
- preparation of monthly financial reports, financial forecasts, and auditing claims for adherence to library policies
- will be a sitting member of the library finance committee
- may be asked to attend library board of trustee meetings and other meetings as necessary.

The Treasurer will demonstrate comprehensive knowledge of generally accepted government accounting standards, accounting practices and governmental financial analysis. The candidate must possess and exercise good interpersonal and communication skills to work with library staff and administration, the board of trustees and the public.

Minimum Qualifications: Bachelor's Degree in Accounting or equivalent degree and a minimum of five years of increasingly responsible experience supervising financial operations. Preferences may be given for those with more than ten years of experience, government financial experience and/or those possessing a CPA. The incumbent must be proficient in a Windows environment.

This position will require 5-10 hours per month with opportunity for a flexible schedule and salary commensurate with experience.

Anticipated start date July 2019.

To apply, please submit a cover letter, resume and three professional references to [sarah.clark@voorpl.org](mailto:sarah.clark@voorpl.org) by 7/1/2019.

Voorheesville Public Library is an equal opportunity employer and complies with all applicable federal and state laws as well as the rules and regulations of the Albany County Department of Civil Service.