



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Treasurer's Office

- Job Title:** Deputy County Treasurer
- Salary Range:** \$93,494 - \$120,135 2025 Salary – Management Grade 17
- Work Location:** 40 McMaster Street, Ballston Spa, NY 12020
- Classification:** Exempt (No Exam Required – Serves at Will)

Job Description

This work involves responsibility for assisting the County Treasurer in the administration and supervision of the County Treasurer's office. The Deputy County Treasurer is appointed by the Treasurer and approved by the Board of Supervisors. In collaboration with the County Treasurer, the incumbent will assist in maintaining the County's Accounting System, Payroll System and the Tax Collection System. The Deputy County Treasurer is expected to use professional judgment in the day-to-day operation of the Treasurer's office, giving advice and guidance to employees operating the computer system and keeping the records. The Deputy Treasurer will be largely responsible for the Tax and Foreclosure process as well as the County Tax Auction and subsequent accounting procedures. In addition, the incumbent may assist the Treasurer to analyze, initiate, coordinate and evaluate the County's fiscal policies for the County Treasurer and the County Legislature. The Deputy also handles inquiries from the public. Work is performed under the general supervision from the County Treasurer with much discretion allowed in acting for and in place of the County Treasurer in their absence. General supervision is exercised over the office staff. Does related work as required.

Qualifications (This is an exempt class title serving at the will of the County Treasurer, qualifications are *suggested* only)...

- A. Possession of a Bachelor's Degree in accounting, economics, business or public administration, or related field, AND two (2) years of full-time supervisory experience involving the use and maintenance of governmental accounting systems; **OR**
- B. Possession of an Associate's Degree in accounting, economics, business or public administration, or related field, and four (4) years of full-time supervisory experience involving the use and maintenance of governmental accounting systems; **OR**
- C. An equivalent combination of training and experience that otherwise demonstrates the ability to meet the responsibilities of the position.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)



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Typical Work Activities (*Illustrative)

- Assists the County Treasurer in the operation of the Treasurer's office;
- Assists in establishment and development of County accounting policies and procedures;
- Assists in updating and improving the County accounting system and associated reporting requirements;
- Analyzes State and Federal legislation to determine fiscal impact on the county;
- Plans, assigns, and reviews the maintenance of a wide variety of financial records, reports and instructs employees in the specialized details of this work;
- Handles complaints, suggests solutions to problems and prepares correspondence to those involved;
- Assists the Treasurer in the preparation of budget information, collection of data, compilation of statistics and solution of fiscal problems;
- Supervises and maintains the County's Tax Collection and related accounting and reporting;
- Supervises the County's Tax Foreclosure and Auction procedures and related accounting as well as state legislative changes as applicable;
- Advises local tax collectors and local fiscal officers on accounting problems related to their official duties;
- Supervises and advises Treasurer's staff, giving advice and guidance to employees on operating the computer systems and keeping the records.
- Performs related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This is an Exempt class title and serves at the Will of the Saratoga County Treasurer

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted thru December 13, 2024

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.