**Deputy City Treasurer**

Salary: 44,951-$51,142/yr

**Distinguishing Features Of The Class:**  Under general direction of the elected City Treasurer, the Deputy City Treasurer performs a variety of accounting, bookkeeping and clerical tasks and assists in the maintenance of related fiscal records, receipts all revenue activity; develops an investment policy and maintains investment of all municipal funds, and monitors surplus funds. The position also acts as City Treasurer in his/her absence and has all powers and responsibilities to perform the duties of the City Treasurer.  Considerable leeway is allowed for the exercise of independent judgment in carrying out the functions of the Department.  Supervision is exercised over subordinate staff.

**Minimum Qualifications:**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’ Degree in Accounting, Business Management or a related field and three (3) years of progressively responsible experience in the management of financial accounts and records, two (2) years of which shall have been in a supervisory capacity; experience in municipal treasury operations desired;

**OR:**

2. Graduation from a regionally accredited or New York State

registered college or university with an Associate’s Degree in

Accounting or related field and five (5) years of progressively

responsible experience in the management of financial accounts and

records, two (2) year of which shall have been in a supervisory

capacity; experience in municipal treasury operations desired;

**OR:**

3. Graduation from high school or possession of an equivalency

Diploma and ten (10) years of progressively responsible experience

in management of financial accounts and records or five (5) years of

progressively responsible experience in the banking industry; two (2)

year of which shall have been in a supervisory capacity.

**Special Requirement:** Notary

Interested parties please submit an Application for Employment and/or a Resume to the City of Lockport, Department of Civil Service, One Locks Plaza, Lockport NY 14094, Room M-11.