

VILLAGE TREASURER

Wage/Salary: Negotiable based on experience, part or full - time

Date Posted: September 12, 2022

Date Closing: November 11, 2022

Job Description:

The Treasurer acts as the Chief Fiscal Officer for the Village of Green Island and is responsible for all municipal accounting and finance related activities.

Presently, the Village Treasurer also serves as the Chief Financial Officer for the Village of Green Island Industrial Development Agency (IDA). The IDA focuses on financing and tax agreements pertaining to community and economic development.

Minimum Qualifications:

Bachelor's degree and practical experience either directly in, or support of, New York government accounting, public finance administration, or a related field. Must have knowledge of and experience with the New York State Authority Budget Office (ABO) reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative direction and is responsible for accounts payable, accounts receivable, budget, financial reporting, utility billing, Section 8 funding, payroll processing, and revenue monitoring.
- Oversees and manages bond activity, records and ensures compliance with federal and state reporting requirements.
- Responsible for budget preparation and oversight, and provides monthly reports to Village management and board members.
- Performs internal control monitoring. Assists in the administration of grants, and acts as liaison to external auditors.
- Prepares periodic financial, statistical and/or operational reports for executive and administrative officials and staff, department heads, regulatory authorities, independent accountants, and other professional service contractors as needed.
- Coordinates special projects related to finance and accounting issues. (I.e. GASB Related Subjects, Implementation of Automated Real Property Tax Program, Coordinated Implementation of Fixed Asset Inventory, Coordinated Outsourcing of Payroll Process, Implementation of new Accounting, Accounts Payable, and/or Utility Billings systems, etc.).
- Works cooperatively with Human Resources on NYS retirement reporting, and the Assessor on tax preparation and collection.
- Perform related duties as assigned.

Applicants are encouraged to submit a cover letter and resume to:

Maggie A. Alix, Executive Assistant to the Mayor
20 Clinton Street
Green Island, NY 12183

Or

Maggie.Alix@villageofgreenisland.com