

## **Village Deputy Treasurer Village of Dobbs Ferry**

The Village of Dobbs Ferry, NY is seeking an experienced professional to work in the capacity of Village Deputy Treasurer. The Village is a small, quaint village of approximately 11,000 residents located in Westchester County. It is located approximately twenty miles north of New York City and 10 miles west of White Plains. The Village General Fund Budget is \$19.7 million with total budgets of approximately \$21.2 million. Under the general supervision of the Board of Trustees and the Village Administrator, and the direct supervision of the Village Treasurer, the Deputy Treasurer is responsible for the accounting, collection, custody, and disbursement of Village treasury. This position may act for and on the behalf of the Village Treasurer during any absence or inability to act, and may be responsible to supervise clerical employees.

Work involves, but is not limited to the independent maintenance of records and accounts in accordance with government accounting standards, New York State laws/regulations, and Village Code. The Deputy Treasurer has the responsibility to work closely with and assist the Village Treasurer in balancing accounts using a double entry accounting system, the preparation and issuance of financial statements, the disbursement of Village funds including as a backup to the payroll clerk, and participate in the cash receipts process including serving as the Deputy Receiver of Taxes. Additional duties could be assigned by the Village Administrator. The potential candidate will need to have excellent interpersonal skills and work closely and professionally with Village residents.

Candidates should possess: Hands-on municipal budgeting experience, comprehensive knowledge of GASB accounting standards and reporting requirements, generally accepted accounting principles, internal control procedures, municipal tax collection procedures, knowledge of Tax Lien process, procurement procedures, payroll procedures, 207 procedures, IRS law and Real Property Tax Law; Familiarity with NYS legal requirements effecting controllership operations, cash collateralization, handle banking relationships, manage cash flow and financing arrangements, ETPA and recommend business best practices.

### Requirements:

- BS or BA in Accounting or Finance from a recognized college
- Excellent interpersonal and management skills
- Two-five years work related experience
- Prefer a working knowledge of KVS accounting software and of all Windows applications

Competitive salary and benefits which include medical, dental, deferred compensation and membership in the NYS retirement system.

Interested candidates, please send a resume and cover letter to Jeff Chuhta, Village Treasurer at [jchuhta@dobbsferry.com](mailto:jchuhta@dobbsferry.com).

The Village is an Equal Opportunity Employer