

INC. VILLAGE OF FLORAL PARK

Deputy Treasurer

The Inc. Village of Floral Park is seeking a candidate for the position of Deputy Treasurer who will report to the Village Administrator and supervises the three-person accounting/payroll office.

The Village of Floral Park has approximately 4,800 parcels and a \$30-million-dollar annual budget. The Village is a full-service Village with a Police Department, Public Works Department, Building Department, Recreation Center, Library, Assessment Department, Village Clerk's office and Village Justice Court Office, as well as a Volunteer Fire Department. The Village provides services through approximately 125 full-time and 200 part-time seasonal employees.

Job Requirements:

- Bachelor's degree in business, accounting or public administration or 2-3 years related employment.
- Self-starter with strong interpersonal and problem-solving skills. Ideal candidate will be able begin to work independently within a short time period
- Proficiency in MS Word and Excel
- Ability to perform mathematical calculations

Desired Skills:

- Experience with KVS Information Systems, Inc. Financial Management System, or similar accounting software or demonstrated and accurate bookkeeping experience.
- Working knowledge of NY State Uniform System of Accounts, municipal finance management including payroll, accounts payable, procurement, etc.
- Prior experience in a supervisory role is preferred

Job Duties:

- Conduct research and provide support to aid Village Administrator-Treasurer in making informed decisions with regards to all financial aspects of the Village. Carrying out assignments or directives of the Village Administrator-Treasurer.
- Prepare reports and make required filings with the various state, federal and county offices.
- Help coordinate information flow between the Village Administrator-Treasurer, staff, Board of Trustees and the various department heads.
- Prepare accounts payable and receivable transactions for posting, verify billing information, and provide accounts payable reports for Board approval. Aid in processing of bills, verify budgetary appropriations, and disbursement of checks.
- Reconcile bank accounts.
- Assist in preparation of annual budget along with annual independent audit.
- Process weekly payroll for Village employees; process transactions with regard to withholdings from employee checks, such as taxes, medical, deferred compensation, etc.
- Supervise the preparation and mailing of tax bills, administration of delinquency notices, and assist in tax sale.
- Manage retirement system reporting.

Salary and Benefits

- Salary is Commensurate with experience
- NYS Pension Plan
- Excellent Health Insurance
- 4 weeks of vacation

Please email resume and cover letter to Gerard M. Bambrick Village Administrator-Treasurer, Gbambrick@fpvillage.org.