



## VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building

7 Maple Avenue

Hastings-on-Hudson, New York 10706

### Job Announcement - Village Treasurer

Posting Date: October 26, 2021

The Village of Hastings-on-Hudson is seeking an experienced professional to serve as Village Treasurer.

The Village of Hastings-on-Hudson is in Westchester County, New York on the Hudson River approximately 20 miles north of Manhattan. The Metro North Train Station is minutes from Village Hall and provides direct commuter rail service to New York City and along the Hudson River corridor. The Village is 2 square miles with approximately 8,500 residents. The Village government provides a full range of services including police, fire, justice court, library, public works, parks & recreation, building inspection and land use administration. Additional information about the Village may be found at [hastingsgov.org](http://hastingsgov.org).

The Village government consists of a Mayor and four Trustees comprising the 5-member Board of Trustees and has a total annual general fund budget of approximately \$16.3m.

Job duties: Under the general supervision of the Board of Trustees and the direct supervision of the Village Manager the Treasurer is responsible for the accounting, custody, and disbursement of the Village treasury. Responsibilities include the independent maintenance of records and accounts in accordance with government accounting standards, New York State laws/regulations, and Village Code. Among other things the Treasurer must manage the Village's finances including compliance with the Villages fiscal policies, monitor and administer the budget; collect and account for revenues; control purchases and expenditures; monitor and track capital project spending; assist with the budget preparation; prepare monthly financial reports for the Village Manager and Board of Trustees; assist with financial planning and capital improvement planning; assist with annual update of long term 5 year capital and operational budget planning; assist with issuance, execution and analysis of short and long term debt and work with the Village's Financial consultant on issuance of bonds; provide an annual review of Village financial policies for the purpose of advising the Board of Trustees of recommended changes; prepare the annual financial statements and assist with the audit; administrate employee benefits; answer correspondence, and oversee payroll, NYS Retirement System and Human Resource reporting requirements.

The potential candidate should have hands-on municipal budgeting experience, comprehensive knowledge of GASB accounting standards and reporting requirements, generally accepted accounting principles, internal control and municipal tax collection

procedure, knowledge of Tax Lien process, procurement procedures and payroll procedures. Additional duties may be assigned by the Village Manager or Board of Trustees.

Candidates should possess excellent interpersonal skills and be able to work closely and professionally with other Village staff in a small office setting. Candidates are required to have a working knowledge of all Windows applications and the ability to readily grasp new financial software (the Village has recently transitioned to Tyler Incode).

Minimum Training and Experience: Graduation from a recognized college or university with a bachelor's degree in Accounting, Finance, Public or Business Administration or similar field and a minimum of 3 years of governmental accounting experience.

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

Qualified candidates must submit a letter of interest and resume by email to Mary Beth Murphy, Village Manager [villagemanager@hastingsgov.org](mailto:villagemanager@hastingsgov.org) on or before November 10, 2021.