

VILLAGE TREASURER

This individual acts as the Village's Chief Financial Officer, reports directly to the Mayor and is responsible for the administration of all the financial affairs of the Village including all Village funds, Bonding activities and grant programs; This individual also is responsible for representing the Village on all fiscal matters.

DISTINGUISHING FEATURES OF THE CLASS:

This individual is responsible for the development of all financial policies of the Village subject to approval of the Mayor and the Board of Trustees. Responsibilities include all Village financial operations including accounting, budgeting, cash management, purchasing, accounts payable, insurance and debt issues. This individual is responsible for preparing quarterly financial reports to the Board of Trustees, annual financial statements in accordance with governmental general accepted governmental accounting principles (GAAP), and official statements in support of Village debt issuance.

EXAMPLES OF WORK; (Illustrative Only):

Acts as custodian of all monies requiring deposit and disbursement in connection with the general operation of the Village; Prepares or supervises the preparation of all financial statements and reports; Plans and supervises the work of Accounting Department employees; Responsible for preparation, development and administration of departmental budgets and implements budgetary controls over all appropriations and approval over all expenditures and commitments as to sufficiency of funds, including reviewing/preparing budgetary transfers/amendments as appropriate for Board of Trustee approval; Prepares the forecast of funds needed for personnel, equipment, materials and supplies; Develops and installs accounting procedures and internal control systems; Maintains control over the management of Village indebtedness; Oversees the timely filing of all financial reports to New York State and federal government agencies; Responsible for the preparation and presentation of all financial records and supporting details as requested/required to assist independent auditors in their audit of the Village financial records; Prepares appropriated documents for official statements and presentations to rating agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrates an expert understanding of current generally accepted governmental accounting principles as promulgated by GASB; Modern practices for the development, administration and control of municipal operating, capital budgets and grant funds; Demonstrates an ability in performing strategic planning, solving complex problems, and addressing the financial activities of the Village; Good knowledge of the laws, regulations, procedures and policies as they relate to local government finances in New York State; Ability to prepare and present written and computer generated financial reports; Ability to communicate with both Village personnel and the public, both in writing and orally; Good knowledge of the Office of the NYS Comptroller Local Government Accounting & Reporting Manual. Working knowledge of automated systems software including: **MUNIS** municipal accounting and budgeting systems, and Microsoft Office applications; Ability to supervise staff and establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

A. Possession of Certified Public Accountant's License and three years of municipal government or public sector finance experience, or;

B. Master's Degree in Finance, Accounting, Business Administration, Public Administration, Economics or closely related field AND Five years of municipal government or public sector finance experience in a supervisory capacity, or;

C. Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or Economics or closely related field AND Eight years of municipal government or public sector finance experience in a supervisory capacity, or;

D. An equivalent combination of training and experience as defined by the limits of A, B. & C. above.

SPECIAL REQUIREMENTS:

- Must qualify for bonding by insurance company
- Village of Hempstead Resident strongly preferred

APPLY ONLINE AT WWW.VILLAGEOFHEMPSTEAD.ORG

PLEASE INCLUDE RESUME AND COVER LETTER INCLUDING SALARY REQUIREMENTS

BY January 31, 2019

VILLAGE OF HEMPSTEAD – EQUAL OPPORTUNITY EMPLOYER