

VILLAGE OF IRVINGTON

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July 7, 2022

HELP WANTED – CLERK/TREASURER, VILLAGE OF IRVINGTON, NY

The Village of Irvington, Westchester County, New York is seeking a skilled and highly motivated individual for the full-time appointed position of Clerk/Treasurer. The successful candidate will report to Board of Trustees through the Village Administrator and will lead a staff of 3 employees. The Clerk/Treasurer's office is responsible for: accounts payable, purchasing/bidding, water billing, tax collection, assessment administration, payroll and personnel, worker's compensation, insurance, volunteer service award plans, general receipts, accounting and audit (GAAP), budget preparation and monitoring, capital budget preparation, debt management, investment management, vital records, miscellaneous permits, Board of Trustees minutes and public records requests.

Annual salary is in the range of \$115,000 to \$150,000 DOQ. Minimum qualifications are as required by Westchester County Civil Service, including a Bachelor's Degree in Accounting, Public or Business Administration and three years of accounting experience or seven years of equivalent work experience.

The Village is seeking to fill the position by October 1, 2022. The deadline to apply is 5 p.m. on Friday, August 12, 2022.

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

Lawrence Schopfer, Village Administrator
85 Main Street
Irvington, NY 10533

Phone: 914-591-4358

Fax: 914-591-4072

E-mail: Lschopfer@irvingtonny.gov

The Village of Irvington is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.