

VILLAGE OF LARCHMONT
Municipal Building
120 Larchmont Ave
Larchmont, NY 10538
914-834-6202
Treasurer2@villageofLarchmont.org
HELP WANTED:

DEPUTY VILLAGE TREASURER

The Village of Larchmont, NY is seeking a full time Deputy Treasurer.

Job Description:

This is a professional position in the Village of Larchmont involving responsibility for the accounting custody, disbursement of all Village Funds and maintenance of the Trial Balance in accordance with the Generally Accepted Accounting Principles of the United States of America and best practices recommended by the Government Finance Officers Associations. In the absence of the Treasurer, the Deputy has the responsible charge of the Department of Village Treasury. Work is performed under the general direction of the Treasurer.

Typical Work Activity:

1. Acts on behalf of the Village Treasurer
2. Coordinates cash flow
3. Maintains interfund balances
4. Performs bank reconciliations
5. Receives all monies paid to the village and assists in collecting current taxes
6. Processes all accounts payable
7. Occasionally assists with preparation of various financial reports and necessary documents relative to borrowing money and bond issuance
8. Prepares general journal entries
9. Enters annual budget in accounting software
10. Maintains filing system for receivables and payables
11. Assists with answering department phones
12. Assists with document preparation for the annual audit as requested by the Treasurer
13. Performs bank transfers with corresponding journal entries
14. Assists the Treasurer with tracking capital asset additions during the year and new CIP
15. Maintains trial balances for (7) funds
16. May perform other tasks as needed

Required Knowledge and Skills:

Bachelor's Degree in Accounting. Experience performing general ledger posting. Sound understanding and knowledge of governmental accounting principles and practices; ability to prepare and maintain accounting reports and records; ability to assist in organization and administering a variety of financial activities; understanding of accounting software, and applications such as spreadsheets, word processing and Microsoft outlook. CPA preferred.

Salary:

\$65,000 - \$80,000 exempt