



## **JOB ANNOUNCEMENT - DEPUTY VILLAGE TREASURER**

**Posting Date:** March 21, 2022

The Village of Larchmont is seeking a professional and well-organized individual to serve as the Deputy Treasurer. Under the general supervision of the Village Administrator and the direct supervision of the Village Treasurer, the Deputy Treasurer is responsible 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 may be required to act on behalf of the Treasurer and may be responsible to supervise department staff.

### **Typical Work Activity:**

- Coordinates cash flow;
- Manages and Books Inter-fund Transactions;
- Performs bank reconciliations;
- Receives all monies paid to the Village and assists in collecting current taxes;
- Processes all accounts payable;
- Occasionally assists with preparation of various financial reports and necessary documents relative to borrowing money and bond issuance;
- Prepares general journal entries;
- Assists with the annual budget process;
- Maintains filing system for receivables and payables;
- Assists with answering department phones;
- Assists with document preparation for the annual audit;
- Performs bank transfers with corresponding journal entries;
- Assists with tracking capital asset additions during the year and new CIPs;
- Maintains trial balances for (7) funds;
- May perform other tasks as needed.

### **Required Knowledge and Skills:**

Bachelor's Degree in Accounting or Finance. 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 municipal budgeting, and all Windows applications.

**Salary & Benefits:** \$80,000 - \$100,000 commensurate with skills, education and experience. A generous benefit package is also included.

**Qualified candidates must submit a letter of interest and resume by email no later than April 11, 2022 to:**

**[villageclerk@larchmontny.gov](mailto:villageclerk@larchmontny.gov)**

*The Village of Larchmont is an Equal Opportunity Employer.*