



120 Larchmont Avenue
Larchmont, New York 10538

Office: 914-834-6230
email: administrator@villageoflarchmont.org

Job Announcement - Village Treasurer

Posting Date: September 7, 2021

The Village of Larchmont is seeking an experienced professional to serve as Village Treasurer.

The Village of Larchmont is located in Westchester County, New York on the Long Island Sound. The Larchmont Metro North Train Station provides direct commuter rail service to New York City and Connecticut. At 1.1 square miles and a population just over 6,600 residents, the Village government provides a full range of services including: police; fire, justice court, library, public works, water, parks & recreation, building inspection and land use administration.

The Village government consists of a 5-member Board of Trustees and a total annual budget of approximately \$25m (all funds).

Job duties: Fiscal management; monitor and administer the budget; collect and account for revenues; control purchases and expenditures; investigate and analyze new revenue sources; assist with the budget preparation; present periodic financial reports to the Board; assist with the five-year financial planning and capital improvement program; issuance, execution and analysis of short and long term bonding; preparation of the annual audit; and administration of employee benefits. Experience with payroll, NYS Retirement System and Human Resource reporting requirements a plus.

The successful candidate will be able to manage several staff members within the department; prioritize and provide options for strategic financial issues facing the Village; exhibit excellent leadership and communication skills; be able to work in a small department; and have knowledge of record automation and the computerized governmental accounting software.

Minimum Training and Experience: Graduation from a recognized college or university with at least a Bachelor's Degree in Accounting, Public or Business Administration or similar field and 3 years of governmental accounting experience. Preference will be given to candidates who prior experience in the position of Treasurer or Comptroller.

Salary & Benefits: \$130,000 - \$160,000 commensurate with skills, education and experience. A generous fringe benefit package is also included.

Qualified candidates must submit a letter of interest and resume by email to Justin Datino, Village Administrator, at administrator@villageoflarchmont.org no later than September 21, 2021.

The Village of Larchmont is an Equal Opportunity Employer.