

Deputy Village Treasurer Village of Port Chester, New York

The Village of Port Chester, New York is seeking an experienced municipal finance professional and well-organized individual to serve as Deputy Treasurer. Under the general supervision of the Board of Trustees and the Village Manager, and the direct supervision of the Village Treasurer, the Deputy Treasurer is responsible for the accounting, collection, custody and disbursement of the Village Treasury. This position may act for and on the behalf of the Village Treasurer during any absence or inability to act, and may be responsible to supervise clerical staff.

General Job duties include, but are not limited to the independent maintenance of records and accounts in accordance with governmental accounting standards, New York State law and regulations, and the Village Code. The Deputy Treasurer has the responsibility to work closely with and assist the Village Treasurer in balancing accounts using a double entry accounting system, preparation and issuance of financial statements, disbursement of Village funds, receipt and investment of Village funds, oversee and backup the payroll processes and administer employee benefits as related to payroll and retiree obligations.

The successful candidate must be able to work in a busy environment and be proficient in performing a variety of duties that would include, but not be limited to:

- Perform all banking functions within established internal controls
- Preparation of Bank and Check Reconciliations
- Coordinate Debt Service and Contractual payments (Inter-Governmental / IMA)
- Record all Grant and Inter-Municipal funding receipts
- Prepare and Review Journal Entries
- Assist Treasurer with Budget preparation, analysis, forecasting, trending, etc.
- Coordinate with Treasurer and Independent Auditors to provide information, spreadsheets and reports necessary for annual audit
- Provide support and assistance for all departmental functions (Payroll & Benefits - HR, Procurement and Purchasing, Accounts Payable, Accounts Receivable, General Accounting and Reporting)
- Respond to information requests from residents, outside agencies, active and retired employees as necessary
- Any other related financial transactions, analysis, reporting or miscellaneous tasks as assigned

Required skills and attributes:

- Excellent working knowledge of NYS municipal accounting systems (KVS/Springbrook/Edmunds preferred)
- Proficiency in Excel (Microsoft Office Suite)
- Knowledge of GASB, NYS OSC financial and accounting practices and methods
- Knowledge of General Municipal Law, Village Law and Village Finance Law as it pertains to municipal finance operations
- General knowledge of PCI Compliance standard rules for processing and managing credit card transactions
- Experience in drafting internal control procedures for credit card processing & maintenance and cash management
- Experience maintaining fiscal compliance with DOJ, COPS, CDBG, DHSES and other governmental grant award funding
- Experience with Municipal procurement, pursuant to sections 103 and 104B of NYS General Municipal Law
- Experience with creating Municipal budgets in financial software
- Excellent interpersonal and management skills
- Ability to communicate clearly and effectively both verbal and in writing
- Ability to maintain strict confidentiality
- Ability to multitask and adapt to redirection
- Ability to plan and organize work with minimal direction
- Ability to work as a team member and be a positive role model
- Desire and willingness to enhance knowledge by learning new skills and tasks

Minimum Acceptable Training and Experience: Possession of a high school or equivalency diploma and six (6) years of experience where the primary function of the position was financial recordkeeping and/or financial auditing, including or supplemented by three (3) years of experience in governmental accounting. One (1) year of the foregoing experience should be in a supervisory capacity. A Bachelor's Degree in Accounting, Finance, or closely related field may be substituted for three (3) years of the work experience described above. There is no substitution for the three (3) years of specialized experience in governmental accounting.

In accordance with Village and Civil Service Law, this position is subject to an appointment by the Board of Trustees that takes place at the Organization Meeting following a Village election.

Successful candidate must be a resident of the State of New York.

Salary: Commensurate with skills, education and experience. A generous fringe benefits package is also provided.

Qualified candidates may send their resume with cover letter by Friday, October 21, 2022 to Village Treasurer, Anthony Siligato, at ASiligato@PortChesterNY.gov.

The Village of Port Chester is an Equal Opportunity Employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.