

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK

INCORPORATED 1867

VILLAGE OF WARWICK TREASURER/CHIEF FISCAL OFFICER

The Village of Warwick is seeking a full-time Treasurer/Chief Fiscal Officer that works collaboratively with the Mayor & Board of Trustees. The treasurer is responsible to maintain & monitor all Village financial records in accordance with NYS Village Law §4-408, NYS Office of State Comptroller uniform system of accounting, GASB government accounting standards & generally accepted accounting principles.

Experience in municipal fund accounting, budget preparation and oversight, knowledge of municipal fiscal policy and finance, financial software accounting systems including general ledger, revenue, payroll, accounts payable & financial statements.

Applicant must work independently and possess the skills to develop financial plans and fiscal policy for the municipality including the development and maintenance of accounting procedures and internal controls. The applicant must also compile records and reports, develop and prepare budget requests, and make practical application of findings. Excellent work ethics, attention to detail organizational & management skills are required.

Qualifications: Either: (a) Bachelor's degree in accounting, business, investments, or finance and two (2) years work-related experience, or (b) 5-10 years equivalent combination of municipal finance, experience & training. Supervisory experience preferred.

Commensurate salary & benefits including medical, eye/dental reimbursement, paid time off & membership in NYS Retirement System. Please forward a cover letter and resume, including salary requirements, addressed to Mayor Newhard and the Board of Trustees to: Village of Warwick, Attn: Village Clerk's Office, P.O. Box 369, Warwick, NY 10990, fax to (845) 986-6884, or email clerk@villageofwarwick.org. Resumes will be accepted through October 19, 2020.