

INC. VILLAGE OF EAST WILLISTON

Job opening: Full-Time Village Treasurer

The Village of East Williston, NY is seeking a qualified candidate to serve as Village Treasurer to be responsible for the Village's fiscal and budget administration. Responsibilities include independently maintaining records and accounts in accordance with prescribed procedures and methods, balancing accounts, preparing, and issuing financial statements, and performing other financial duties as requested by the Board. **The position would be full time; Monday – Friday 9:00am – 4:30 PM - Plus one or two evening meetings per month.**

Desired Skills/Qualifications/ Education

- Experience in governmental accounting is a must.
- Bachelor's degree from a recognized college in accounting or finance or a related field and five years of accounting experience.

Primary responsibilities

- A strong financial background is a must. Knowledge of the KVS /Springbrook Financial Systems and/or Edmund's Financial software is a plus.
- Monitor cash receipts and expenditures. Provide financial reports on a monthly basis or as needed to the Mayor, Board of Trustees and Village Departments. Monitor budget lines and handle budget transfers as required or as requested by departments. Perform bank transfers.
- Budget experience required. Follow guidelines for budget preparation and adoption of budget as outlined under Village Law.
- Audit and approve expenditures to ensure accuracy. Verify budget lines being charged for expenditures. Confirm that purchasing guidelines are being followed by departments.
- Work with the Village auditor in preparation of the annual independent audit and the filing of the annual audit with the Office of the New York State Comptroller. File reports required by the New York State Comptroller.
- Work with the Village's financial advisor for serial bond issues. Maintain current debt service schedule and institute wire transfers for payment of such debt.
- Prepare tax bills. Oversee tax collection and manage on-line payments. Conduct annual tax lien sale.
- Oversee strategic planning initiatives and projects. Update Capital Plan to reflect anticipated expenditures.
- Prepare water utility billing and oversee collection.
- Monitor and evaluate insurance policies, coverage, and payments.
- File and monitor grant applications, track expenses, and file for reimbursement.

Compensation commensurate with experience. Comprehensive benefits package includes NYS retirement, health insurance, vacation, and paid holidays.

Interested & qualified candidates should email cover letter and resume to Joanna Palumbo, Village Clerk villageclerk@eastwilliston.org