The Villag of Rockville Centre is looking for an Accountant- $87,000

Responsibilities:

- Prepare and review accounting entries, financial statements, reconciliations, and other financial reports.
- Assists with annual budget preparation, quarterly and annual payroll filings, building and creating schedules and reports.
- Records bank transfers and reviews and research bank activity.
- Reviews and assists with accounting work performed by other staff members.
- Main contact for annual audit fulfilling all requests as needed.
- Researches and solves cross departmental accounting/financial issues.
- Orders Supplies.
- Leader for special projects in any required village area.
- Assist when needed in Billing and Collections.
- Assist with all other tasks as needed.

Seeking:

- A collaborator who contributes to a positive work environment.
- An initiative-taker who seeks out ways to continue improving and learning

Qualifications:

- Bachelor's Degree with a minimum of twenty-four accounting credits
- 3+ years performing GAAP accounting work
- Detail and deadline-oriented with strong analytical and problem solving skills
- Must be a Nassau County resident

Important Notice:

The position is provisional and would require taking a civil service exam to have an opportunity to become a permanent position. You must be a Nassau County resident to take the required civil service exam.

Please email resume to Fran Graziano at fgraziano@rvcny.us if you are interested