

Village of Sleepy Hollow



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1874
More than a Legend*

Job Announcement *Deputy Village Treasurer, Village of Sleepy Hollow*

The Village of Sleepy Hollow is seeking an experienced professional and well-organized individual to serve as our Deputy Village Treasurer. This position reports directly to the Village Treasurer and performs a wide range of financial work in accordance with NYS Local Finance Law, related organizational policies and procedures, and human resource functions. 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 banking functions involving wire transfers, stop-payments, deposits and electronic files
- Preparation of Bank Reconciliations
- Water/Utility Billing administration
- Perform duties associated with Village Debt Service administration
- Coordinate budget transfers and journal entries as necessary
- Assist the Treasurer with departmental budget preparation, analyses, forecasting, trending, etc.
- Coordinate with Treasurer and auditors to provide information/records necessary for annual audits
- Provide support and assistance for all Payroll & HR functions, Accounts Payable functions, Accounts Receivable functions, Real Property Tax Collection and Water/Utility Collection
- Respond to resident requests at window, telephone and written inquiries as necessary
- Any other related financial transactions, analyses, reporting or miscellaneous tasks as assigned

The Deputy will also act for or on behalf of the Village Treasurer as necessary. Spreadsheet and technological proficiency, with the ability to maintain strict confidentiality are absolute requirements; as are the thorough knowledge of government accounting practices and principles; the ability to prepare and maintain accounting records and reports; and the ability to organize and administer a variety of financial activities.

Required skills and attributes:

- Excellent working knowledge of automated accounting systems (KVS/Springbrook preferred)
- Proficiency in Excel and all Microsoft Office Suite products
- Knowledge of GASB and the NYS Comptroller's financial and accounting practices and methods
- Knowledge of relevant provisions of the NYS Real Property Tax Law
- Knowledge of General Municipal Law, Village Law and Village Finance Law as it pertains to municipal operations
- Excellent interpersonal and management skills
- Ability to maintain strict confidentiality
- Ability to communicate clearly verbally and in writing

- Ability to multitask and adapt to redirection
- Ability to plan and organize work with minimal direction
- Ability to get along with others and have a positive attitude
- Desire and willingness to learn new skills and enhance knowledge

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 one year of experience in governmental accounting. A Bachelor's Degree in Accounting, Finance, or closely related field may be substituted for four (4) years of the work experience described above. There is no substitution for the one year of specialized experience in governmental accounting. Only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience. Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

In accordance with Village Law and Civil Service Law, this position is subject to an annual appointment by the Board of Trustees that takes place at the Annual Organization Meeting the first Monday in the month of April.

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

Qualified candidates may send their resume with cover letter detailing experience and ability to Village Treasurer, Sara DiGiacomo, at sdigiacom@sleepyhollowny.org.

The Village of Sleepy Hollow 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.