



The Village of Walden, Orange County, New York 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 Executive Department and/or Board of Trustees.

Primary responsibilities

- Strong financial background is a must. Knowledge of the Edmunds Financial System is a plus. Monitor cash receipts and expenditures. Provide financial reports on a monthly basis or as needed to the Manager, Board of Trustees and Village Departments. Monitor budget lines and handle budget transfers as required or as requested by departments.
- Prepares Journal Entries and Bank Reconciliations.
- Budget experience required. Follow guidelines for budget preparation and adoption of budget as outlined under Village Law.
- 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.
- Attend meetings of the Board of Trustees as requested.

Desired Skills/Qualifications/ Education

- Bachelor's degree from a recognized college in accounting or finance or a related field and five years of accounting experience preferred.
- Proficiency in Excel and all other Microsoft Programs.
- Experience in governmental accounting is preferred.

Salary to commensurate with experience. Position is Full Time with an excellent benefit package. Please submit a Resume and New York State Civil Service Application to be considered for this position. Email to Manager@villageofwalden.org. Village of Walden residents preferred. The successful candidate should live within the Town of Montgomery or be willing to move within the Town of Montgomery limits within 1 year of appointment.

Closing Date: Open until filled with review of resumes to begin January 24, 2023.

Civil Service Applications can be found on the Village of Walden website: www.villageofwalden.org or can be picked up at 1 Municipal Square, Walden, NY 12586, Third Floor.