



P.O. Box 655/Woodridge, N.Y. 12789

### VILLAGE TREASURER

The Village of Woodridge is seeking an experienced professional and well-organized individual to serve as Village Treasurer. This position reports directly to the Mayor and Village Board 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:

- Oversee daily management and financial activities of the Village pertaining to:
  - \*Accounts Receivable
  - \*Accounts Payable
  - \*Payroll
  - \*Planning Board Escrow
  - \*Building Department
- Perform banking functions involving wire transfers, stop-payments, deposits and electronic files
- Oversee preparation of Bank Reconciliations
- Tax Bill creation and processing
- Analysis of Sanitation, Water, and Sewer Rates
- Perform duties associated with Village Debt Service administration and Grant Administration
- Coordinate budget transfers and journal entries as necessary
- Budget preparation and analysis
- Coordinate with 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 Utility Bill Collection
- Health Benefits Administrator
- Respond to resident requests at window, telephone and written inquiries as necessary
- Any other related financial transactions, analyses, reporting or miscellaneous tasks as assigned

#### Beneficial Skills and Qualifications:

- Thorough knowledge of budgetary and accounting principles, practices, policies including GASB pronouncements
- Understanding of system internal controls
- Working knowledge of automated accounting systems [preferably MCSJ/KVS]
- Ability to read and understand contracts and other legal documents
- Interpersonal, verbal, and written communication skills with the ability to present to the board and audit committees
- Organizational skills and attention to detail
- Demonstrate ability to handle confidential and sensitive data
- Understand planning for future development

Salary commensurate with experience; benefits including health insurance and retirement.

Send resume to [bcohn@woodridgeny.org](mailto:bcohn@woodridgeny.org) or snail mail to the above address attn: Village Treasurer Ad