



## **Job Posting – Village of Ocean Beach**

### **Village Treasurer**

#### **General Description of Duties:**

The Village Treasurer serves as the Chief Financial officer of the Village. They will perform under the general supervision of the Village Administrator and the Village Board of Trustees and is responsible for overseeing the collection and management of all monies owed to and held by the Village. The Village Treasurer supervises the Deputy Village Treasurer.

The Village Treasurer position is an Exempt position and as such does not qualify for overtime or any additional compensation unless explicitly authorized by the Village Board of Trustees

#### **Duties and Responsibilities:**

The Village Treasurer is responsible for the efficient day-to-day operation of the Village finances

The following is a list of the primary duties and responsibilities for this position. It is not intended to encompass all duties and responsibilities, but merely highlights the major responsibilities of the position. Additional duties may be assigned or develop over time.

- Maintain accurate records of all income, receipts, and disbursements
- Promptly deposit all receipts in approved institutions or funds
- Invest idle cash, as allowed by NY State Municipal law
- You are expected to assume custody of all moneys belonging to the Village
- File annual report of revenues and expenditures with the NYS Comptroller
- Budget preparation and oversight; long term budget planning
- Official responsibility for accounting for all receipts and disbursements regarding Village funds
- Work with Village auditors at year-end, which may include generating reports and presenting all financial data as required for the audit
- Work with NY State Controller's office, as requested
- Maintain Property Assessments/Tax Collection and Arrears

- Responsible for payroll preparation, payroll reports, 1099's, Civil Service reports, hiring, retirement and records relating to NYS Retirement and employee benefits
- Securing and issuance of Bonds, when required
- Maintain membership in civic associations which provide access to local government officials for the exchange of knowledge and welfare of the Village (e.g., NYCOM, LIVC&T)
- Issuance of certain permits
- Preparation and attendance at Village Board Meetings
- Process FOIL requests; and provide information and assistance to the public on request

### **Full Performance Knowledges, Skills, Abilities and Personal Characteristics**

- Knowledge of the principles of Municipal Accounting and the ability to apply this knowledge
- Some knowledge of clerical and record keeping procedures
- Ability to plan, assign and supervise the work of a staff in a manner conducive to full performance and high morale
- Ability to acquire knowledge of the legal, administrative and procedure regulations applicable to the department
- Ability to maintain accurate and complete records and to prepare reports
- Ability to express oneself clearly and concisely, both orally and in writing

### **Minimum Qualifications**

- The Village is seeking an individual who shall have minimum of a 4 year degree preferable, in business, government or related field
- Five years' experience in an office environment
- One year supervisory experience

### **Preferred Qualifications**

- NYS Municipal accounting and finance experience
- Applicant should be familiar with GASB and NYS Comptroller requirements and practices
- Proficient with finance software programs and spreadsheets

All interested individuals should forward a resume to [JDifranco@VillageofOceanBeach.org](mailto:JDifranco@VillageofOceanBeach.org)