



The Village of Hempstead, NY is seeking a Deputy Village Treasurer:

DUTIES:

- Provides pertinent fiscal and statistical data
- Assists in preparation of the annual budget
- Instructs operating departments in proper budgetary and accounting procedures.
- Examines, approves, and codes appropriation charges and credits.
- Makes daily review of funds of various departments and in cases where funds appear to be inadequate, arranges for transfer of sufficient funds.
- Sets up and maintains adequate accounting controls and a uniform system of accounts; prepares regular reports on monies received and disbursed.
- Reviews fiscal procedures and recommends the installation of new procedures, methods, and equipment to improve the efficiency of operations.
- Organizes and supervises work of subordinates in maintaining accounting, business, and financial records, as required.
- Undertakes special studies and prepares special reports, as required.
- Supervises the preparation of accounts payable and receivable transactions for posting, verifies account information.
- Supervise and train accounting department staff
- Maintains Fixed Asset inventory
- Monitors Cash flow to ensure sufficient funds are available. Generates various spreadsheets, financial statements and cash balance fund reports.
- Supervise processing of payroll.
- Works with auditors at year-end; closing adjustment journal entries, encumbrances, receivables and related closing transactions.

SKILLS:

1. Thorough knowledge of accounting principles, practices and payroll. Ability to apply and adapt established methods to varied accounting transactions.
2. Ability to supervise and coordinate the work of a small staff.
3. Ability to perform detailed work involving numerical data and to make complex arithmetic calculations rapidly and accurately.
4. Ability to prepare complete and accurate accounting reports.
5. Ability to evaluate, develop, and install new accounting forms, records, procedures, and controls.

MINIMUM QUALIFICATIONS:

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university with, either

- A. A major in accounting or the completion of at least 24 credits in Accounting
and

Three years of progressively responsible professional accounting experience.

Please apply online at

<https://www.villageofhempstead.org/197/Employment-Opportunities>

The Village of Hempstead is an equal opportunity employer