

DEPUTY TREASURER

The position requires 40 hours per week. The position is to be filled as soon as possible.

The Deputy Treasurer reports to the Village Clerk-Treasurer and supervises the nine-person staff in absence of the Clerk-Treasurer.

Regular working hours are between 8AM and 4PM, Monday through Friday.

The Village of Amityville has approximately 3,000 parcels and a \$16.9 million dollar budget. The staff is small, but proficient and very customer service oriented. We have a 21-person Village Police Department and 21-person Department of Public Works. Candidates must be detail oriented, adaptable, and flexible.

Job Requirements:

- Self-starter with strong interpersonal and problem solving skills. Ideal candidate will be able to hit the ground running
- Proficiency in MS Word and Excel
- Bachelor's degree in business, accounting or public administration or 2-3 years related employment
- Ability to perform mathematical calculations and handle money

Desired Skills:

- Experience with BAS Integrated Financial Management accounting software or demonstrated and accurate bookkeeping experience
- Working knowledge of NYS Uniform System of Accounts, municipal finance management including payroll, accounts payable, procurement, etc.

Job Duties:

- Conduct research and provide support to aid Village Clerk/Treasurer in making informed decisions. Carry out assignments or directives of the Village Clerk/Treasurer
- Prepare reports and files with appropriate state, federal and county offices
- Help coordinate information flow between the Clerk-Treasurer, staff, Board of Trustees, and department heads

- Prepare accounts payable and receivable transactions for posting, verify billing information, and provide accounts payable abstract for Board approval. Aid in processing of bills, verify budgetary appropriations, and disbursement of checks
- Reconcile bank accounts
- Assist in preparation of annual budget
- Process weekly payroll for Village employees; process transactions with regard to withholdings from employee checks such as taxes, medical, deferred compensation, etc.
- Supervise the mailing of tax bills, administration of delinquency notices, assist in tax sale
- Assist with updates of Village assessments
- Accumulate all necessary reports and paperwork required by auditors at the end of fiscal year
- Manage retirement system reporting

Please email resume and cover letter to Catherine Murdock, Clerk/Treasurer,
cmurdock@amityville.com