

Inc. Village of New Hyde Park
Deputy Treasurer

- Proficiency in EXCEL and all Microsoft programs
- Knowledge of GASB and the NYS Comptrollers financial and accounting practices
- Experience in municipal government
- Strong organizational skills
- Strong communication skills both verbal and written
- Ability to maintain confidentiality
- Ability to plan and organize work with minimal direction

The candidate must be able to perform duties that would include, but not limited to:

- Perform all payroll functions, ensuring all new hires and re-hires are properly entered into the Village's financial data bases and system, calculate all regular salary and overtime amounts, handling bank transfers, deductions, garnishments, preparation of all 1099s, W-2s, GASB, Civil Service certified payroll reports and other related state and federal reports.
- Perform HR functions such as Processing federal I-9 and tax reporting documentations, disability insurance, unemployment insurance, worker's compensation, health insurance, Medicare Part B reimbursements, etc.
- Perform banking functions including wire transfers, stop payments, deposits, posting receipts and preparation of bank reconciliations for all bank accounts.
- Works with auditors at year-end, closing adjustment journal entries, encumbrances, receivables and related closing transactions.
- Preparation of accounts payable and receivable transactions for posting, verifies account information, provides accounts payable abstract for Board approval and processes bills.
- Generate various excel spreadsheets, financial statements and cash balance fund reports.

Training/Experience:

- Minimum of five (5) years of experience where the primary function of the position was financial recordkeeping and/or financial auditing, including or supplemented by one year of experience in governmental accounting. A Bachelor's degree in accounting or finance may be substituted for three (3) years of work experience

All interested parties should send resumes to:

Cathryn Hillmann, Village Clerk-Treasurer

Inc. Village of New Hyde Park
1420 Jericho Turnpike
New Hyde Park, NY 11040

Email: NHPCLERK@VNHP.ORG
Fax: 516 354-6004