# VILLAGE CLERK-TREASURER JOB DESCRIPTION

The Village of Mill Neck located in Nassau County, New York, is accepting applications for the position of Village Clerk-Treasurer.

**TYPICAL DUTIES AND RESPONSIBILITIES**: Performs administrative work conducting the daily business activities of the Village including financial management and statutory clerk functions.

- Assume custody of all moneys belonging to the Village.
- Files annual report of revenues and expenditures with the NYS Comptroller.
- Budget preparation and oversight; long term budget planning; has official responsibility for accounting for all receipts and disbursements in regard to Village funds.
- Works with auditors at year-end. Generates reports and presents all financial data as required for the audit.
- Maintains 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
- Issuance of certain permits
- Preparation and attendance at Village Board Meetings
- Process FOIL requests; and provides information, assistance to the public on request.
- Management of Village Records including Building, Planning and Zoning documents and processes
- Preparation and Supervision of Village Elections
- Preparing and filing grants, FEMA and CHIPS applications
- Works under the general supervision of the Mayor and Village Board of Trustees.
- Notary Public
- Point of contact for Village residents

**EXPERIENCE**: Municipal finance experience preferred. Applicant should be familiar with GASB and NYS Comptroller requirements and practices. Proficient with finance software programs and spread sheets. Considerable ability to communicate effectively both orally and in writing. Salary commensurate with experience

Resumes and Salary requirements should be emailed to millneckvillage@optonline.net