

# Village of Saltaire – Job Opening – Deputy Village Treasurer

The Village of Saltaire is accepting resumes to fill the position of Deputy Village Treasurer to start in early 2023. This is a full-time position with a starting salary of \$52,500 and a comprehensive benefit package including New York State health and retirement coverage, and paid time off.

## BACKGROUND

The Village of Saltaire is both a summer and year-round community on Fire Island, where private cars are not permitted, and access is primarily by public ferry. The Village office is located and operates on Fire Island 52 weeks per year, with a standard eight-hour work-day Monday thru Friday, with occasional nights and weekends required. Depending upon the applicant's location of residence and the time of year, options for commutation to the Village office may be limited to one or more of the following: public ferry, transportation by official vehicle or bike/walking.

## QUALIFICATIONS AND REQUISITE SKILLS

The ideal candidate will have experience in local government operations, but at a minimum will have either a Bachelor's degree, or an Associate's degree with 2 years of relevant administrative experience. Knowledge and familiarity with Microsoft Office Suite, QuickBooks and Adobe Acrobat is a high priority, as well as a willingness to learn all aspects of these programs and other proprietary software. The ideal candidate must have strong interpersonal skills, and be able to work in a very active office while dealing with the public in a professional manner and with a pleasant demeanor.

## RESPONSIBILITIES

The qualified person will assist the Village Treasurer with all financial operations and oversight of the Village, which will include but not be limited to the following functions:

- Assist with Purchasing, coordinate with all departments to assure compliance with the Village's Purchasing Policy
- Assist with Accounts Payable from claims processing to Abstract approval
- Assist with Non-Tax Revenue Accounts Receivables processing to reconciliation from contract, grant & permit fees
- Assist with Real Estate Tax Collection from mailing and notices to reconciliation
- Assist with Payroll Processing and Approval in coordination with HR onboarding and time tracking management.
- Maintain permanent payroll and tax records.
- Monthly reporting to NYS Retirement and the Bureau of Labor Statistics
- Assist Village Treasurer with administrative financial functions including, bank reconciliations, budget preparation and tracking, coordination with Village Auditor, managing long term/short term financing for Capital Projects
- Attend monthly Board of Trustees' meetings as needed.
- Assist in preparing for and attending external and internal special meetings and projects.

The Village will accept resumes through January 13, 2022. All Interested applicants should submit a resume to Donna Lyudmer, Village Treasurer [donna@saltaire.org](mailto:donna@saltaire.org)