



The Village of Bellport is seeking a skilled and motivated professional to serve full-time as our Village Treasurer. The successful candidate will have thorough knowledge of government accounting principles and practices.

The typical duties of this position include:

- Manage department maintaining all accounting and financial records
- Manage preparation of the annual budget (with Mayor, Village Clerk and department heads).
- Instructs operating departments in proper budgetary expenditures and accounting procedures.
- Prepares all monthly and semi-annual treasurer's reports
- Collaborate with banks and other financial institutions on all fiscal Village matters.
- Manages the accounts payable and receivable.
- Works with auditors adjustment and closing journal entries, encumbrances, receivables and related closing transactions.
- Manages all inter-agency and inter-governmental reporting.

MINIMUM QUALIFICATIONS three to five years of governmental accounting experience.

Applicants can apply by sending your resume and cover letter to clerk@bellportvillageny.gov or deputyclerk@bellportvillageny.gov