



**Inc. Village of Garden City
Finance Department
351 Stewart Avenue
Garden City, NY 11530**

Employment Opportunity: Deputy Village Treasurer

The Incorporated Village of Garden City is currently seeking an experienced and motivated professional to serve full-time as the Deputy Village Treasurer. The successful candidate will have a thorough knowledge of government accounting principles and practices.

The Inc. Village of Garden City:

The Incorporated Village of Garden City, New York, is in the center of Nassau County, New York, and covers an area of approximately 5.3 square miles. It is approximately 27 miles from New York City and the Village population is 23,272 as of the latest census data.

The Village was incorporated in 1919 and since then comprehensive planning and zoning have blended a modern shopping district with a residential community of private homes, town houses, apartment buildings and condominiums.

The Board of Trustees is the governing body of the Village with powers to adopt local laws and ordinances. It consists of seven elected trustees and one elected Mayor. The Village Treasurer is appointed by the Mayor, subject to approval by the Board, to a two-year term and fulfills the statutory responsibilities defined in specific sections of Village Law and is the Village's Chief Fiscal Officer. This position reports directly to the Village Treasurer within the Finance Department.

Position Description:

The Village manages an extensive combined annual budget of over \$100 million and ten funds. The Deputy Treasurer, working closely with the Village Treasurer will be assisting with the following duties and responsibilities that would include, but are not limited to:

- Perform banking functions including wire transfers, stop payments, deposits, posting receipts and review of monthly bank reconciliations for all bank accounts. Manage Village investments and recommend strategies to ensure the greatest return (ROI) in compliance with the Village Investment policy.
- Oversee the month-end closing process, including reconciliations of cash receipts, all receivables, (e.g., water, taxes, sundry, etc.), trust accounts, and the review and approval of journal entries.
- Work closely with independent auditors during various audits, (e.g., year-end, deferred compensation, single audit, DOT audit, NYS audit, etc.).
- Assists in the preparation of the annual report to the State Comptroller.
- Assists in the preparation of the annual budget working closely with the various department heads.
- Assists the Treasurer with preparing all necessary documents and financial reports related to financing.
- Performs the overall review of the related payroll expenditures, ensuring calculations of all regular salary, overtime, deductions, garnishments amounts are correct, processes payroll bank transfers, and reviews the state retirement reporting.
- Examines books of original entry, ledgers, and subsidiary ledgers to determine whether computations are correct, whether prescribed procedures and accepted accounting principles and practices have been followed, and whether subsidiary account balances agree with general ledger control account balances.
- Observes the operation of internal controls and accounting procedures to appraise their effectiveness. Makes recommendations regarding improving operations and financial position of the Village.
- Responsible for the review of line-item ledger entries for cash and check payments, purchases, expenses, miscellaneous charges, and trial balances.

- Generate various excel spreadsheets, financial statements, cash balance fund reports and related financial analysis.
- Examines transactions, verifies assets and liabilities and that books or records present the financial position of the Village.
- Oversee and facilitate the grants management process, including collaborating with various governmental agencies such as FEMA, NYS, etc. to obtain maximum reimbursements for the Village.
- Maintenance of the Finance Department's various accounting systems and records.
- As directed by the Treasurer, work on projects as needed, including system improvements/implementations.
- Supervise the Accounts Payable function, including staff. This entails working closely with the Village's independent claims auditors on the weekly review and the resulting monthly report that is issued.
- Supervise the Front Desk function, including staff. This includes the issuance of various permits and licenses, as well as the collection of water and tax receipts.
- Oversee the management of the Finance Department in the Treasurer's absence.

Required Skills/Knowledge:

- Knowledge of GASB and the NYS Comptroller's Office (OSC) financial and accounting practices.
- Knowledge of the laws, rules and regulations governing municipalities.
- Proficiency in EXCEL and all Microsoft programs.
- Strong organizational and time management skills and detailed oriented.
- Strong communication skills both verbal and written.
- Ability to maintain confidentiality.
- Ability to plan and organize work with minimal direction.
- CPA strongly preferred.

Minimum Training/Experience:

- Bachelor's degree in accounting and working knowledge of accounting and auditing principles.
- Ten years of related experience where the primary function of the position was financial recordkeeping and/or financial auditing, including or supplemented by two years of experience in governmental accounting.
- Proven experience in leadership and management skills.

Employment offers competitive compensation commensurate with experience, and an excellent benefits package. Candidates interested in this position must email their resume to Irene Woo, Village Treasurer at iwoo@gardencityny.net.