
JOB POSTING

Incorporated Village of Malverne

The Village of Malverne, Nassau County, New York is seeking a qualified candidate to serve as Village Treasurer to be responsible for the Village's fiscal and budget administration. Responsibilities include independently maintaining records and accounts in accordance with prescribed procedures and methods, balancing accounts, preparing and issuing financial statements, and performing other financial duties as requested by the Board.

Primary responsibilities

- A strong financial background is a must. Knowledge of the KVS Financial System is a plus. Monitor cash receipts and expenditures. Provide financial reports on a monthly basis or as needed to the Mayor, Board of Trustees and Village Departments. Monitor budget lines and handle budget transfers as required or as requested by departments. Perform bank transfers.
- Budget experience required. Follow guidelines for budget preparation and adoption of budget as outlined under Village Law.
- Audit and approve expenditures to ensure accuracy. Verify budget lines being charged for expenditures. Confirm that purchasing guidelines are being followed by departments.
- Work with the Village auditor in preparation of the annual independent audit and the filing of the annual audit with the Office of the New York State Comptroller. File reports required by the New York State Comptroller.
- Work with the Village's financial advisor for serial bond issues. Maintain current debt service schedule and institute wire transfers for payment of such debt.
- Prepare tax bills. Oversee tax collection and manage on-line payments. Conduct annual tax lien sale.
- Oversee strategic planning initiatives and projects. Update Capital Plan to reflect anticipated expenditures.
- Monitor and evaluate insurance policies, coverage, and payments.
- File and monitor grant applications, track expenses, and file for reimbursement.
- Attend meetings of the Board of Trustees.

Desired Skills/Qualifications/ Education

- Bachelor's degree from a recognized college in accounting or finance or a related field and five years of accounting experience.
- Experience in governmental accounting is preferred.

Compensation commensurate with experience. Comprehensive benefits package includes NYS retirement, health insurance, vacation, and paid holidays.

Interested candidates should mail cover letter and resume to Malverne Village Hall , 99 Church Street, Malverne, NY 11565; Attn: Village Clerk or email jvalli@malvernevillage.org by January 5, 2024.