

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

The typical duties of this position include:

- Manage and maintain all accounting and financial records.
- Manage preparation of the annual budget with Mayor and department heads.
- Prepare all monthly and semi-annual treasurer's reports.
- Prepare and file annual financial statements as required by the NYS OSC.
- Collaborate with banks and other financial institutions on all fiscal Village matters.
- Prepare financial statements and other material for review by the Village's independent auditors.
- Oversight of payroll, payment of benefits, civil service compliance, voucher processing for bill payments, accounting for receipts.
- Processing use of Village property applications for Trustees, coordinating events with department heads.
- Coordinate submission of documents for reimbursement of grant awards.
- Provide oversight of Village's bank accounts and investments, including selection thereof, with Trustee approval as required.
- Prepare Village Board agendas, resolutions and minutes.
- Attend monthly Board of Trustees meetings and work sessions.
- File newly adopted local laws with the State.
- Process FOIL requests.
- Prepare and supervise Village elections.
- Supervise office staff; oversee daily office operations.

Minimum Qualifications: Three years of accounting experience; thorough knowledge of Generally Accepted Accounting Principles (GAAP); detail-oriented; Suffolk County resident as per current local law. Local government and supervisory experience preferred.

Supervision Received: Works under the general supervision of the Mayor and Village Board of Trustees.

Salary commensurate with experience and qualifications. The Village of Westhampton Beach offers a competitive benefits package and is an Equal Opportunity Employer.

Please email resume and cover letter by January 24, 2024, to both Deputy Mayor Ralph Urban at [rurban@westhamptonbeach.org](mailto:rurban@westhamptonbeach.org) and [clerk@westhamptonbeach.org](mailto:clerk@westhamptonbeach.org)