

The Incorporated Village of Roslyn Estates is seeking an experienced and talented professional to serve as the next Village Clerk/Treasurer, following the sudden passing of our long-serving Clerk/Treasure, Michael P. Tomicich.

I kindly ask that you share with the LIVCTA that the Village is currently soliciting résumés from qualified individuals. Interested candidates should send their résumé to Mayor Paul Leone Peters at mayor@villageofroslynestates.com.

Examples of Work Duties:

- Performs oversight of all human resource transactions for Village;
- Acts as Records Management Officer - responsible for maintenance of all Village records.
- Attends all Village board meetings and prepares agendas/minutes to ensure compliance with Village Code and NYS General Municipal Law;
- Attends meetings of Board of Zoning Appeals and Planning Board to perform the same functions;
- Is responsible for administering the process for public hearings;
- Acts as Elections Officer, responsible for conducting annual village elections for elected officials;
- Acts as Public Access Officer;
- Manages Clerk's office daily operations;
- Acts as Liaison between the public and Board of Trustees;
- Acts as custodian of all funds, monies and securities which are the property of the Village or of its departments and oversees deposits;
- Performs general accounting duties, such as maintaining general ledger; making journal entries; advising the Mayor and Village Board in regard to appropriate balances and fund transfer and reconciling bank statements and accounts;
- Administers cash flow and investments program and prepares related fiscal reports;
- Oversees tax billing and collection procedures;
- Maintains records of accounts payable and of current orders and contracts for Village departments;
- Oversees payroll procedures for Village Departments and processes payroll;
- Prepares a variety of tax, financial, and statistical reports and analyses to comply with State and Federal requirements;
- Assists with annual Village budget;
- Makes every effort to secure grants from county, state and federal sources;
- Prepares monthly status reports for Mayor and Village Board; and
- Performs the duties of Village Clerk/Treasurer as specified by law, as well as all other duties as shall be determined by the Board of Trustees.

Candidate must have strong communication, organizational, management and social skills; be proficient in all Microsoft programs; and be familiar with social media platforms. Prior municipal experience is highly recommended, and an accounting background is advantageous.

Employment offers competitive compensation commensurate with experience and an excellent benefits package.

Thank you for your assistance.

Mayor Paul Leone Peters
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