

**Village of East Hills
Deputy Treasurer Position**

The Village of East Hills is currently seeking an experienced and motivated professional to fill the position of a full-time Deputy Village Treasurer.

Qualifications:

- Bachelor's degree in accounting, business, or applicable experience in local government operations.
- 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 and payroll processing.
- Proficient in accounting software (QuickBooks), Excel, Word and all other Microsoft Office programs.
- Knowledge of GASB and the NYS Comptroller's financial and accounting practices.
- Strong communication skills both verbal and written.
- Strong organizational skills and ability to follow instructions and maintain confidentiality.

In addition to maintaining the Village finances, the candidate must be able to perform responsibilities including but not limited to the following:

- Prepare and process payments of all invoices and claims for the village as needed. Ensure compliance with the Village's procurement policy and NYS Comptroller guidelines. Provide accounts payable abstract and reports for Board of Trustee's approval.
- Manage and process the Village's bi-weekly payroll currently through Accudata and perform the overall review of the related payroll expenditures and required New York State retirement reporting.
- Perform all banking functions including posting of receipts and deposits, transfers, managing investments and recommend strategies.
- Reconciliation of cash receipts, payroll, and bank statements at the end of the month.
- Document and work with the Deputy Village Assessor in updating changes to tax roll and assist in the processing and documentation of village tax payments.
- Assist the Treasurer with preparing all necessary documents, financial spreadsheets and reports related to financing.
- Prepare all information needed for GASB and ACA reports.
- Accumulate all reports and paperwork required by external village auditors at end of fiscal year and make all recommended journal entries.
- Assist in the preparation of the annual budget.
- Assist in the performance of human resources functions such as tax reporting documentation, disability insurance, worker's compensation, deferred compensation, and health insurance.
- Processing of Civil Service payroll certification and all required paperwork for new hires.
- Minimum of (2) two years' experience primarily in finance, record-keeping, or in Village Government.

Village Hall office hours: Monday – Friday 9:00 a.m. to 4:30 p.m.

The position offers an excellent comprehensive benefit package and competitive salary. For immediate consideration, please e-mail resumes, including salary requirements to:

humanresources@villageofeasthills.org

Donna Gooch, Village Clerk-Treasurer