



The Village of Saltaire is seeking a detail-oriented and highly organized individual to serve as Deputy Treasurer. This full-time position provides critical support to the Treasurer's Office with financial management functions, office management, and other areas of public service. The position comes with full-time benefits, including health insurance, PTO and sick days, retirement benefits, and more as outlined in the Village's Employee Handbook. Salary commensurate with experience. The position does come with a requirement to occasionally attend one evening or weekend meeting per month, and to occasionally cover weekend office hours during the summer.

### **Key Responsibilities**

- Assist the Treasurer with producing and maintaining all bookkeeping and financial records.
- Maintenance and tracking of all Accounts Payable and Accounts Receivables, including Tax Collections
- Monthly Bank Reconciliation and Budget Reporting
- Responsible for Payroll Processing, from coordination with HR, verifying pay rates and time tracking, tax and other withholdings, and NYS Retirement reporting
- Assist Treasurer to maintain Village Cash Assets and Investments
- Assist Administrator and Treasurer with annual Budget preparation
- Assist Administrator and Treasurer with annual financial audits
- Assist Administrator and Treasurer with applying for and maintaining grants funds
- Assist Administrator and Treasurer in procuring financing for equipment purchases and capital projects
- Coordinate with all Departments to assure that all purchases comply with the Village Procurement Policy
- Acts on behalf of and in the absence of the Treasurer as necessary
- Perform other duties as assigned by the Treasurer

### **Qualifications & Skills**

- Previous experience with bookkeeping/financial work and office management required; experience in municipal government will be weighed favorably
- Proficiency in QuickBooks, Microsoft Office Suite, Adobe and other relevant software
- Ability to interact with the public and Village officials and employees in a professional and pleasant manner in a busy office environment
- Strong organizational skills with attention to detail
- Excellent written and verbal communication skills
- Ability to handle sensitive information with discretion
- Notary Public certification a plus

### **How to Apply**

Interested candidates should submit a resume and cover letter to [lexi@saltire.org](mailto:lexi@saltire.org). All resumes should be received no later than October 13<sup>th</sup>, 2026.