



INCORPORATED VILLAGE OF LINDENHURST

430 SO. WELLWOOD AVENUE - LINDENHURST, NEW YORK 11757

Village of Lindenhurst Treasurer

The Village Treasurer is responsible for the financial administration, accounting, cash management, and financial reporting functions of the Village. The Treasurer maintains accurate municipal financial records, oversees the collection and disbursement of Village funds, prepares financial reports and budgets, and ensures that Village financial activities are conducted in accordance with applicable New York State laws, Village policies, and generally accepted governmental accounting practices.

The Treasurer works closely with the Mayor, Board of Trustees, Village Clerk, department heads, auditors, banks, financial professionals, and other municipal officials to maintain the Village's financial integrity and support sound fiscal management.

Essential Duties and Responsibilities

- Maintain accurate and complete records of all Village revenues, expenditures, assets, liabilities, and financial transactions.
- Receive, safeguard, deposit, and account for Village funds in accordance with applicable laws and Village procedures.
- Process and authorize payments, checks, electronic transfers, and other disbursements as permitted by Village policy and applicable law.
- Monitor Village bank accounts, investments, cash balances, and daily cash flow.
- Reconcile bank statements and municipal financial accounts on a regular basis.
- Prepare monthly, quarterly, annual, and other financial reports for the Mayor and Board of Trustees.
- Assist in preparing the Village's annual operating and capital budgets.
- Monitor departmental expenditures and revenues against approved budget appropriations.
- Maintain appropriate accounting controls and procedures to safeguard municipal funds.
- Coordinate the Village's annual audit and provide auditors with requested financial records and documentation.
- Prepare and maintain records required for the Village's annual financial reporting and other governmental filings.
- Monitor tax, fee, permit, grant, and other municipal revenues and ensure that receipts are properly recorded and deposited.
- Oversee or coordinate payroll-related financial functions and required payroll reporting, as assigned.

- Maintain records relating to accounts payable and accounts receivable.
- Work with the Village Clerk and other departments to ensure timely and accurate financial transactions.
- Monitor debt service, capital expenditures, grants, contracts, and other financial obligations.
- Assist the Mayor and Board of Trustees with financial analysis, forecasts, and long-term financial planning.
- Provide financial information and recommendations to Village officials while maintaining appropriate neutrality and adherence to established policies.
- Ensure financial records are maintained in an organized manner and are available for required public inspection and audit.
- Maintain confidentiality of sensitive financial and personnel information.
- Stay current with applicable New York State municipal finance requirements, accounting standards, reporting requirements, and Village policies.
- Perform other related duties as assigned by the Mayor and/or Board of Trustees.

Required Qualifications

- Bachelor's degree in accounting, finance, business administration, public administration, or a related field preferred.
- Relevant municipal accounting or governmental finance experience strongly preferred.
- Knowledge of governmental accounting principles, budgeting, financial reporting, and internal controls.
- Demonstrated ability to manage financial records accurately and confidentially.
- Proficiency with accounting software, Microsoft Office, Excel, and financial reporting systems.
- Strong organizational skills and attention to detail.
- Ability to analyze financial information and communicate financial matters clearly to elected officials, employees, auditors, and the public.
- Ability to work independently while coordinating effectively with Village officials and staff.
- Ability to meet deadlines and manage multiple financial responsibilities.

Preferred Qualifications

- Experience working for a New York State municipality, village, town, or other governmental entity.
- Familiarity with New York State municipal finance laws and reporting requirements.
- Experience with municipal accounting software.
- Experience preparing or administering municipal budgets.
- Experience working with external auditors and governmental financial reporting.

- CPA, CGFM, or other relevant professional certification is desirable but not required.

Knowledge, Skills, and Abilities

The successful candidate should demonstrate:

- Strong knowledge of accounting and financial management principles.
- High degree of accuracy and attention to detail.
- Strong analytical and problem-solving abilities.
- Excellent written and verbal communication skills.
- Ability to maintain professional relationships with elected officials, employees, vendors, financial institutions, auditors, and residents.
- Ability to handle confidential and sensitive information appropriately.
- Strong ethical standards and commitment to responsible stewardship of public funds.
- Ability to interpret financial statements, budgets, regulations, policies, and financial reports.
- May be required to attend evening meetings of the Mayor and Board of Trustees, budget meetings, audit meetings, and other Village meetings as necessary.

Compensation and Benefits

Salary and benefits shall be established by the Village Board of Trustees and may be based upon qualifications, experience, applicable collective bargaining agreements, Village policies, and the adopted municipal budget.

Equal Opportunity Statement

The Village is an equal opportunity employer and considers qualified applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.

Send resume to: kschrader@villageoflindenhurstny.gov

Cc: agenao@villageoflindenhurstny.gov