

Village of



Mamaroneck

Village Hall At The Regatta

P.O. Box 369

123 Mamaroneck Avenue

Mamaroneck, N.Y. 10543

<http://www.villageofmamaroneck.org>

OFFICE OF
ROBERT YAMUDER
VILLAGE MANAGER

Tel (914) 777-7703

Fax (914) 777-7760

August 28, 2018

Help Wanted – Deputy Village Treasurer, Clerk/Treasurer’s Office

The Village of Mamaroneck, NY, is seeking a full time Deputy Treasurer for our Clerk-Treasurer’s Office. Duties include working under the direction of the Clerk-Treasurer and assisting with the receiving and disbursement of monies, assisting in the preparation and adjustment through journal entries of Village accounts, assisting with the preparation of the Village Budget and annual audit of accounts, assisting with the collection of taxes, assists with the preparation of various financial reports and documents necessary for the budget, tracking the financial condition of the Village, preparing various reports and documents relative to borrowing money and bonds and their respective payments and legal requirements. Also assists in preparing, inputting and reconciling payrolls, issuing licenses and permits, maintaining filing systems, answering inquiries, using accounting software, working with budgeting documents, spreadsheets, e-mail and computer data software, working cooperatively with other members of the Department and with other departments. As it is a coordinated Clerk and Treasurer office, the Deputy Treasurer is expected to provide support for Clerk’s office functions including but not limited to parking permits, FOIL, answering phones and assisting patrons at the customer service counter if needed.

Assist with answering phones and helping with the customer service counter. Helps prepare reports from the budgeting and accounting systems, works within the department and with other departments to help the Clerk-Treasurer ensure proper internal controls and segregation of duties are utilized; attends meetings of the Board of Trustees to present Village business, as necessary. Acts for and on behalf of the Village Treasurer in his or her absence. This is a Deputy level position and is in the exempt class under Civil Service law, meaning that the candidate will not be required to take and pass a civil service exam for appointment. Annual Salary is in the range of \$75,000 to \$85,000, DOQE. Minimum qualifications are a High School Diploma and 6 years of experience in financial record keeping or auditing, or a Bachelor’s in Accounting, Finance or related field and 2 years minimum experience. One (1) year of specialized experience in governmental accounting is preferred. Since this is a full-time job, medical benefits are included with contribution of 25% of the premium for the first 10 years of employment, plus life insurance, dental insurance, eyeglass plan, and other related benefits the same as other non-union employees of the Village.

Deadline to submit letter of interest with resume is 12 Noon, Wednesday, October 17, 2018.

Applicants are encouraged to submit a cover letter and resume attention:
Village Manager’s Office, Attention Assistant Village Manager Dan Sarnoff
123 Mamaroneck Avenue
Mamaroneck, NY 10543.
Phone: 914-777-7703;
Fax: 914-777-7760.
E-mail is dsarnoff@vomny.org

The Village of Mamaroneck is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.