



## **JOB ANNOUNCEMENT DEPUTY TREASURER, VILLAGE OF PLEASANTVILLE**

**Due to an internal promotion, the Village of Pleasantville anticipates a vacancy in its Finance Department. We are inviting resumes from qualified individuals interested in serving as Deputy Treasurer effective January 1, 2018.**

This position reports directly to the Village Treasurer and performs a wide range of financial work in accordance with NYS Local Finance Law, related organizational policies and procedures, and human resource functions.

The successful candidate must be able to perform duties that would include, but not be limited to:

All payroll functions, such as: Ensure all new hires and re-hires are properly entered into the Village's financial databases and systems, calculate all regular salary and overtime amounts, maintain accruals, handle voluntary deductions and garnishments, prepare 1095s and W-2s, prepare related state and federal reports, respond to requests for payroll data, etc.

HR functions, such as: Process federal I-9 and tax reporting documentation, disability insurance, unemployment insurance, health insurance, dental and vision insurance, Medicare Part B reimbursements, personnel contracts, etc.

Prepare & transmit all NYS Employees' & NYS Police Retirement reports.

Prepare Civil Service Certified Payroll and Gross Earnings reports.

Support and assist Accounts Payable functions, Property Tax administration, and Water Utility Billing administration.

Assist the Treasurer with departmental budget preparation, analyses, forecasting, trending, etc.

Perform banking functions involving wire transfers, stop-payments, deposits, and electronic files.

Post receipts and preparation of bank reconciliations for all bank accounts.

Perform duties associated with Village Debt Service administration.

Coordinate budget transfers as necessary.

Coordinate with auditors and provide information/records needed for the preparation of annual audits.

Respond to telephone and written inquiries.

**Required skills and attributes:**

Excellent working knowledge of automated accounting systems (Tyler Munis preferred).

Proficiency in Excel and all Microsoft Office Suite products.

Knowledge of GASB and the NYS Comptroller's financial and accounting practices and methods concerning the receipt, investment and disbursement of municipal funds pertaining to fund accounting.

Knowledge of relevant provisions of the NYS Real Property Tax Law.

Knowledge of General Municipal Law, Village Law, and Village Finance Law as it pertains to municipal operations.

Ability to maintain confidentiality.

Ability to communicate clearly verbally and in writing.

Ability to multitask and adapt to redirection.

Ability to plan and organize work with minimal direction.

Ability to get along with others.

Tact and a positive attitude.

Desire to learn new skills and enhance knowledge.

**Minimum Acceptable Training and Experience:** Possession of a high school or equivalency diploma and six (6) years of experience where the primary function of the position was financial recordkeeping and/or financial auditing, including or supplemented by one year of experience in governmental accounting. A Bachelor's Degree in Accounting, Finance, or closely related field may be substituted for four (4) years of the work experience described above. There is no substitution for the one year of specialized experience in governmental accounting. Only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience. Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**In accordance with Village Law and Civil Service Law, this position is subject to an annual appointment by the Board of Trustees that takes place at the Annual Organization Meeting the first Monday in the month of April.**

**Salary:** \$75,000-\$85,000 commensurate with skills, education, and experience. A generous fringe benefits package is also provided.

**Qualified candidates may send their resume by mail or email no later than October 15, 2017 to:**

[pdwyer@pleasantville-ny.gov](mailto:pdwyer@pleasantville-ny.gov)

Patricia Dwyer, Village Administrator  
Village of Pleasantville  
80 Wheeler Avenue  
Pleasantville, New York 10570

*The Village of Pleasantville is an equal opportunity employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*