

VILLAGE TREASURER

This is a full time professional position in the Village of Scarsdale as the Chief Financial Officer. Under the general supervision of the Board of Trustees and the direct supervision of the Village Manager, the Village Treasurer is responsible for the Village's Treasury. Work involves the independent maintaining of records and accounts in accordance with prescribed procedures and methods, the balancing of accounts, the preparation and issuance of financial statements and the disbursement of Village funds. The Village Treasurer supervises a staff of approximately five (5) employees of both accounting and clerical staff.

WORK DESCRIPTION (including but not limited to): Receives all monies paid to the Village and disburses same; keeps the Village accounts with a detailed, classified budget control as prescribed by the State Comptroller, using a double entry system; collects current taxes; executes reports on all financial affairs for the Mayor and Board of Trustees; assists Village Manager with Village-wide budget preparation and closeout; prepares all financial reports and necessary documents relative to the borrowing of money and issuance of bonds; reviews and approves all purchase orders; reviews payrolls; coordinates annual independent audit; invests Village fund related to rate of return, liquidity, and security; oversees compliance with internal control policies; prepares and issues annual report to the State Comptroller; maintains records and filing systems; supervises the issuance of tax bills; answers correspondence and inquiries.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of government accounting practices and principles; ability to prepare and maintain accounting records and reports; thorough knowledge of accounting system, ability to organize and administer a variety of financial activities; ability to supervise the work of others; integrity; physical condition commensurate with the duties of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college with a Bachelor's Degree in Accounting, Public or Business Administration or allied field and five years of accounting experience; or (b) ten years of such equivalent combination of training and experience sufficient to indicate ability to do the work. Supervisory experience preferred.

SALARY AND BENEFITS: Competitive salary and benefits which include medical, dental, vision, deferred compensation and membership in the NYS retirement system.

Interested candidates, please send a resume and cover letter to Angela Martin, Director of Human Resources at amartin@scarsdale.com by July 31, 2020. Thank you.