

DEPUTY VILLAGE TREASURER

Under general direction, the employee is responsible for assisting in the administration of, and may supervise clerical support staff in the work of the Village Treasurer office as vested under Section 81 of the Village Law of the State of New York. The incumbent acts for, and in place of, the Village Treasurer. In the performance of their duties the incumbent will exercise a considerable amount of independent judgment and initiative. Work is reviewed and supervised by the Village Treasurer and the Village Board through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in the preparation of monthly, quarterly and annual fiscal, insurance and pension reports to the Village Board, County, State and Federal agencies;
Reports all revenues, expenditures and outstanding indebtedness to the Village Treasurer; collects taxes; may assist in conducting an annual tax sale; receives, deposits and disburses monies for purchase orders; oversees and maintains the payroll as directed;
Records and maintains ledgers - accurately posting and reconciling accounting figures as directed; Acts for, and in place of, the Village Treasurer at all times.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the Federal, State, County and Village laws, regulations and policies relating to the Village Treasurer; good knowledge of arithmetic, ledger posting, recording and filing systems; ability to establish and maintain effective relationships with the Village Board, employees and the general public; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.

College degree in accounting or business preferred and knowledge of KVS-Springbrook accounting system is a plus, all Microsoft office applications, including excellent working knowledge of excel a must.

The Village offers a competitive salary commensurate with experience consistent with other Long Island Villages and comprehensive benefits package.

Please submit your resume either through the Village website, northportny.gov, or directly to the Village Treasurer at l.marchese@northportny.gov