

Village of Sands Point
Treasurer

The Village of Sands Point is accepting resumes to fill the position of Village Treasurer. The Village Treasurer maintains custody of all village funds and the accounts of all village receipts and expenditures.

Qualifications:

- Bachelor's degree in Accounting or applicable experience
- Proficiency in accounting software (Edmunds GovTech preferred) and all Microsoft Office programs.
- Knowledge of GASB and the NYS Comptrollers financial and accounting requirements and practices
- Experience in municipal government
- Strong communication skills both verbal and written
- Ability to maintain confidentiality
- Self-starter and motivated.

In addition to maintaining the Village's general ledger, the candidate must be able to perform duties that would include, but are not limited to:

- Coordinate payroll functions with Payroll Company and ensuring all new hires and current employees are properly entered into the Civil Service system, handling bank transfers, preparations of all 1099 forms and 1095-B forms, Civil Service certified payroll reports and other related state and federal reports.
- Prepare annual budget with Mayor, Finance Commissioner, Village Clerk, and department heads complying with all the Office of the State Comptroller – Local Government & School Accountability regulations (ex. Preparing annual Property Tax Cap & Constitutional Tax Limit).
- Perform human resources functions such as tax reporting documentations, disability insurance, worker's compensation, and health insurance.
- Works with Village accountants and external auditors at year-end, closing adjustment journal entries, encumbrances, receivables, and related closing transactions.
- Monthly preparation of accounts payable transactions checks/posting, verifies account information, provides accounts payable abstract for Board of Trustees' approval and processes bills.
- Generate Excel spreadsheets, financial statements, and monthly cash balance reports for Board of Trustees' review and approval.
- Preparing bank reconciliations.
- Attend monthly Board of Trustees' meeting as needed.
- Minimum of (2) two years of experience where the primary function of the position was financial recordkeeping and/or financial auditing, including or supplemented by (1) one year of experience in governmental accounting.

Village hall office hours: Monday – Friday 8:30 am – 4:30 pm

This position offers an excellent comprehensive benefit package and competitive salary. For immediate consideration, **please email your resume**, including salary requirements by February 19, 2021 to:

Liz Gaynor, Village Clerk
Liz@sandspoint.org