



VILLAGE OF GREENPORT

NOTICE OF OPEN EMPLOYMENT POSITION

The Village of Greenport is accepting applications for the following position: **F/T VILLAGE TREASURER**

To apply, submit your letter of interest, application, resume, and three references to Candace Hall, Village Clerk via email to chall@greenportvillage.org or to the address below:

Village of Greenport
236 Third Street
Greenport, NY 11944
Attn: Village Clerk Candace Hall

Please visit the Village of Greenport website for a full description of the job responsibilities: www.VillageofGreenport.org
(Clerk's Office - Employment)

The Village of Greenport is an equal opportunity employer and provides equal employment opportunities to all employees and applicants for employment. The Village prohibits discrimination on the basis of race, color, creed, ancestry, disability, marital status, military status, religion, sex, sexual orientation, gender identity or expression, age, national origin or any other characteristic protected by federal, state or local law. The Village requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement.

The Village of Greenport is accepting applications the position of Village Treasurer.

Under the general supervision of the Board of Trustees and direct supervision of the Village Administrator, the Treasurer is responsible for the Village's fiscal and budget administration. Work involves independently maintaining records and accounts in accordance with prescribed procedures and methods, balancing accounts, preparing and issuing financial statements, disbursing Village funds, and related work as required. The position requires the ability to develop effective working relationships with the public and includes supervision of the Deputy Treasurer, utility billing staff, and account clerk.

Job Duties include, but are not limited to:

- Prepares budget in collaboration with Mayor.
- Administers budget, including General Fund and three Enterprise Funds.
- Maintains fiscal accounts with detailed, classified budget control as prescribed by the New York State Comptroller, using a double-entry system.
- Disburses Village funds under direction of the Board; deposits Village funds in the public depository(ies) designated by the Board.
- Reviews claims for Village payments; oversees accounts payable payments and necessary transfers, to include preparation of 1099s.
- Prepares monthly bank reconciliations.
- Prepares year-end accruals and adjusting journals as necessary.
- Maintains all fiscal records and filing systems.
- Prepares financial reports for the Mayor and Board of Trustees.
- Supervises issuance of tax bills.
- Prepares annual Payment in Lieu of Taxes (PILOT) billings.
- Oversees billing and collection of electric, water, and sewer payments, including re-levy of unpaid water/sewer to Village taxes.
- Prepares all financial reports and necessary documents relative to borrowing money and issuing bonds; makes bond payments.
- Prepares abstract, vouchers, and checks for monthly payment of bills.
- Oversees retirement reporting.
- Oversees payroll operations in accordance with County, State, and Federal requirements; includes quarterly and annual reporting and W-2 preparation.
- Prepares unemployment paperwork as needed.
- Assists independent auditor in preparation of annual report to the State Comptroller.
- Files annual Constitutional Tax Limit reporting.

- Invoices Town of Southold for shared services.
- Monitors grant revenues and grant reporting requirements.
- Performs contract administration duties; assists with bid openings and awarding of contracts.
- Answers correspondence and inquiries.
- Supervises Deputy Treasurer.

Minimum qualifications: Bachelor's degree from a recognized college in accounting, public administration, business administration, or a related field, and at least five years of accounting experience. Experience in governmental accounting and/or CPA is preferred.

Compensation commensurate with experience. Comprehensive benefits package includes NYS retirement system, health insurance, vacation, sick and personal days, and paid holidays.

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