

## **POSITION OPENING: VILLAGE CLERK/TREASURER**

The Village of Amityville is seeking a Full-time Clerk/Treasurer. Ideal candidate would be available to start no later than May 1, 2017. Salary is commensurate with experience.

**Overview:** The Clerk/Treasurer position reports directly to the Mayor and oversees and office staff of nine. Candidates are preferred to have knowledge of government operations and procedures. A strong financial background is required including at least 2 years of college accounting education with experience in financial statement preparation, reconciliation, banking, debt service and grant management. Municipal experience is desired. Proficiency in MS Excel and MS Word is required. Experience with Impact tax collection software is desired. Qualified candidates may forward their resumes to [dclerk@amityville.com](mailto:dclerk@amityville.com). Resumes and cover letters can be mailed to the address above. Applications will be accepted until April 28, 2017.

### **Administrative Duties:**

- Act as a key liaison between Mayor and Village Board, Village Attorney, agencies, employees and citizens
- Prepare for and attend all Village Board meetings
- Set up and conduct Village elections, voting, and reporting results
- Supervise overall operation of Village Hall, employees and interact with other departments
- Attend regular meetings or conferences
- Oversee the administration of the Village website .
- Perform all of other Clerk duties as required by law, ordinance or lawful direction of the Village

### **Clerical Duties:**

- Deal with public in a friendly, professional manner; provide information and refer people to others as needed
- Conduct general office activities; prepare meeting materials and maintain Justice Court docket
- Serve as Clerk of the Village at Board meetings, post notices, prepare agendas, present reports, take minutes, keep record of proceedings
- Prepare and maintain official Village records, history, accounts, claims and sales
- Publish or post and record ordinances & resolutions; issue licenses & permits
- Process contracts & agreements as directed by the Village Board
- Receive, read, sort, distribute and file correspondence from citizens and other governmental agencies; report at monthly Village Board meetings
- Maintain an up-to-date records management system; have all files accessible and available to the public in a timely manner.

**Fiscal Duties:**

- Receive and disburse Village funds as approved by the Board; maintain itemized accounts of all monies received and disbursed
- Deposit as soon as practicable the Village funds in the appropriate designated accounts
- Issue purchase orders prior to large purchases
- Manage Payroll and Payroll reporting through ADP payroll including NYS retirement, insurance, etc.
- Assist in preparation of the annual Village budget and prepare for public release
- Prepare financials for annual audit and assist in the audit process
- Maintain record of Actuals vs. Budget and present to Board on a monthly basis
- Prepare budget modifications as necessary and review with Board before adoption
- Prepare tax bills on paper. Communicate with banks electronically for necessary posting files
- Review tax grievances and work with assessor on preparing assessment rolls
- Other duties as required

The Village offers health insurance (employee contribution required), membership in the New York State Retirement system, vision and dental insurance, paid vacation, sick time and personal leave.