

Village

Of

Nyack

Incorporated February 27, 1883

*9 North Broadway
Nyack New York 10960-2697*

www.nyack-ny.gov

Mayor

Joseph Rand

Trustees

Pascale Jean-Gilles

Joe Carlin

Donna Lightfoot Cooper

Nathalie Riobe-Taylor

Village Administrator

Andy Stewart

Village Clerk / Treasurer

Jennifer Hetling

Village Attorney

Dennis Michaels

VILLAGE OF NYACK SEEKS CANDIDATES FOR VILLAGE TREASURER POSITION

VILLAGE TREASURER JOB DESCRIPTION

The Village of Nyack, pop. 7,100, located in Rockland County, New York, is accepting applications for the position of Village Treasurer.

TYPICAL DUTIES AND RESPONSIBILITIES: Performs administrative work conducting the daily business activities of the Village including financial management. The Village operates with a General Fund of \$6.0 million, Water Fund of \$4.3 million, and the Nyack Parking Authority budget fund of \$1.0 million. Capital Improvement Projects totaling \$22.0 million.

- Assume custody of all moneys belonging to the Village.
- Files annual report of revenues and expenditures with the NYS Comptroller.
- Budget preparation and oversight; long term budget planning; has official responsibility for accounting for all receipts and disbursements in regard to Village funds.
- Tax Collection.
- Supervises payroll preparation, payroll reports and records.
- Accounts payable and Accounts Receivable.
- Processing of ticket payments for the Nyack Parking Authority.
- Works with auditors at year-end. Generates reports and presents all financial data as required for the audit.
- Support labor contract negotiations.
- Procurement of public works and purchasing.
- Support for grant administration.

SUPERVISION RECEIVED: Works under the general supervision of the Mayor, Village Board of Trustees and Village Administrator.

SUPERVISION EXERCISED: Deputy Treasurer.

EDUCATION, EXPERIENCE, RESIDENCY:

Bachelor's degree in accounting or a related field with 6-10 years experience. CPA preferred. Municipal finance experience preferred. Applicant should be familiar with MCSJ Edmunds software, GASB and NYS Comptroller requirements and practices. Considerable ability to communicate effectively both orally and in writing.

Salary commensurate with experience, \$80-100K likely range. The Village of Nyack offers a competitive benefits package and is an Equal Opportunity Employer. Women and minority candidates encouraged to apply.

Must reside in Rockland, Orange, Westchester, Putnam or Dutchess counties.

Please email resume and cover letter ASAP to: administrator@nyack.gov