



## VILLAGE OF WARWICK

INCORPORATED 1867

### **VILLAGE OF WARWICK EMPLOYMENT OPPORTUNITY TREASURER/CHIEF FISCAL OFFICER**

The Village of Warwick, Orange County, New York, is seeking a qualified and experienced professional to serve as its full-time Treasurer/Chief Fiscal Officer.

The Treasurer serves as the Village's chief fiscal officer and is responsible for the administration and oversight of the Village's financial operations in accordance with New York State Village Law, regulations of the Office of the State Comptroller, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) requirements.

The successful candidate will work closely with the Mayor, Board of Trustees, department heads, auditors, financial institutions, and regulatory agencies to ensure the sound fiscal management of the Village.

#### Responsibilities Include:

- Maintaining and overseeing all Village financial records and accounts
- Municipal fund accounting and financial reporting
- Budget preparation, monitoring, and administration
- General ledger maintenance and account reconciliations
- Cash management, investments, and banking relationships
- Accounts payable, payroll, and revenue management oversight
- Preparation and filing of Annual Financial Reports (AFR)
- Coordination of annual independent audits
- Development and implementation of financial policies, procedures, and internal controls
- Preparation of financial analyses, reports, and recommendations for the Mayor and Board of Trustees
- Ensuring compliance with New York State Village Law and Office of the State Comptroller reporting requirements

#### Preferred Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field; and
- Minimum of three (3) years of progressively responsible accounting or finance experience, preferably in municipal or governmental finance; or
- An equivalent combination of education, training, and experience sufficient to demonstrate the ability to successfully perform the duties of the position.

#### Preferred Experience:

- Municipal fund accounting

- Budget development and administration
- Annual Financial Report (AFR) preparation
- Audit coordination and financial statement preparation
- Financial software systems, including general ledger, payroll, accounts payable, and revenue modules
- Microsoft Excel and other Microsoft Office applications
- Supervisory experience is desirable

The successful candidate must possess strong analytical, organizational, communication, and management skills, demonstrate attention to detail, exercise sound judgment, and be capable of working independently while managing multiple priorities.

The Village of Warwick offers a competitive salary commensurate with qualifications and experience, together with an excellent benefits package, including health insurance, paid leave, and membership in the New York State Retirement System.

How to Apply:

Interested candidates should submit a cover letter, resume, and salary requirements to:

Village of Warwick  
Attn: Village Clerk, Raina Abramson  
77 Main Street  
P.O. Box 369  
Warwick, NY 10990

or via email to:

[clerk@villageofwarwickny.gov](mailto:clerk@villageofwarwickny.gov)

Position will remain open until filled. Review of applications will begin immediately.

The Village of Warwick is an Equal Opportunity Employer.