

Employment Opportunity

Clerk Treasurer: Appointed full time managerial position whose duties are performed within the laws and statues of the State of New York, and the ordinances and policies of the Village of Newark. The Clerk Treasurer reports directly to the Mayor and works with the Board of Trustees. The Village Clerk/Treasurer's duties include but are not limited to:

- *Budgetary development with the Mayor as CEO, as well as ongoing monitoring and reporting of financial performance. This involves working with all department heads in the regards to the annual budget, responsibility for monthly treasurer's reporting, overseeing of the collection of tax payments, monitoring and balancing bank statements for all savings and checking accounts, wire transfers and debt payments in a timely fashion.
- *Creation and maintenance of all required records required by law for both internal and external entities.
- *Management of all financial departments of the Village, including Accounts Receivable, Accounts Payable, Real Estate Property Taxes, and Water and Sewer billing.
- *Direct oversight and involvement in Payroll processing and the related reporting requirements to Federal, State and other External Parties such as the NYS Retirement System and the Village payroll provider.
- *Perform overall Human Resources functions under the direction of the Mayor and Village Board
- *Complete and submit the NYS OSC Annual Update Document, as well as the required Annual Village Justice Court review.
- *Responsible to manage and work with external auditors for annual audit report.

Education and/or Experience Required:

- *Several years of working in a municipal government, business administration, finance or accounting environment involving overall budgetary development and control, as well as staff management.
- *High School graduation plus the equivalent of two to four years of advanced education in business administration, finance or accounting is preferred.

Knowledge, Skills and Abilities

- *Strong knowledge of the latest IT devices and common software, such as Microsoft Office Suite.
- *Developed interpersonal skills in dealing with the public and internally.
- *Ability to carry out assigned projects without detailed instructions, a minimum of supervision and coping with deadlines, as well as the ability to take the initiative to resolve issues that arise.

Salary commiserate with experience. Please submit your resume to:
smurawski@villageofnewark.com. Resumes must be received by 4:00 P.M. December 16, 2020 to be considered. No phone calls please.