

The Village of Sag Harbor is seeking a qualified candidate to serve as Village Deputy Treasurer. The successful candidate will have a thorough knowledge of government accounting principles and practices.

Responsibilities include independently maintaining accounting records in accordance with generally accepted accounting principles, preparing financial statements and the annual budget. The position requires the ability to develop effective working relationships with department heads, Village Trustees, Mayor, and Clerk-Administrator, as well as external service providers.

Job Duties include, but are not limited to:

- Prepare annual budget in collaboration with the Treasurer and Mayor
- Maintain accounting records as prescribed by the New York State Comptroller
- Prepare monthly journal entries, adjustments, and accruals
- Oversee the disbursement and deposit of Village funds; ensure the proper recording and classification of all cash transactions in the Village's accounting records
- Prepare monthly bank reconciliations
- Prepare financial reports for the Mayor and Board of Trustees
- Assist with grant accounting and reporting requirements
- Maintain all fiscal records and related filing systems
- Proactively work with independent auditors
- Prepare and file the annual Financial Report with the State Comptroller
- Prepare and file annual Constitutional Tax Limit form
- Prepare 1099's for consultants and vendors
- Oversee payroll, including quarterly and annual tax reporting and W-2 preparation
- Oversee retirement reporting
- Respond to correspondence and inquiries related to financial matters

Minimum qualifications: Bachelor's degree from a recognized college in accounting, business or public administration 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.

To apply, submit your letter of interest, application, resume, and three references to Kate Locascio, Village Clerk – Administrator, P.O. Box 660, Sag Harbor, NY 11963 or email to klocascio@sagharborny.gov.

The Village of Sag Harbor 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.