

Village of Great Neck Estates

Clerk-Treasurer Position

Duties:

Works under the direction of the Mayor and Village Trustees
Manages daily operations of the Village office
Coordinates with Police & Public Works Departments
Attends Board of Trustees meetings & prepares draft minutes
Consults with Village Attorney
Oversees public hearing processes, publication & posting of notices.
 filing of local laws with NY State & inclusion in Village Code
Communicates with the public, other Boards, other Villages and public officials
Administers cashflow & investment programs with Board approval
Prepares draft Request for Proposals
Maintains debt service schedule & initiates timely wire transfer payments
Coordinates with Financial Advisor & Bond Counsel for new debt
Prepares for & administers Village elections
Serves as Records Management Officer and oversees processing of FOIL requests
Coordinates with assessment consultant & provides information for annual update
Administers tax billing & collection procedures
Processes NC Civil Service & NYBEAS transactions
Prepares interim budget reports in coordination with department heads
Prepares tentative & final budgets for Board adoption
Prepares & files annual Tax Cap & Constitutional Tax Limit reports as required by NYS OSC
Prepares & files annual report for Nassau County Comptroller
Prepares annual GASB 75 report for Danzinger & Markoff, LLP actuaries
Provides information for Village's independent auditor

Requirements:

Local government and supervisory experience
Strong interpersonal skills, both written and verbal
Strong financial background
Computer proficiency
Ability to multi-task
Ability to maintain confidentiality

Benefits:

Salary commensurate with experience and qualifications

- Empire Plan Health Insurance
- NYS Retired
- Accrued vacation, sick & personal time
- Deferred Compensation & NYS College Savings Plans (optional)

Send resumes and references to admin@vgne.com