JOB POSTING

Incorporated Village of Malverne

The Village of Malverne is looking for a qualified candidate who can successfully perform the duties of Village Clerk-Treasurer. This individual will work closely with the mayor and board of trustees and is required to attend all meetings of the Board of Trustees.

Salary Range (Commensurate with Experience)

Duties of Village Clerk-Treasurer

Fiscal Responsibilities

- A strong financial background is a must. Knowledge of the KVS Financial System a plus. Must monitor all cash receipts and expenditures. Perform monthly bank reconciliation on all bank accounts. Provide financial reports on a monthly basis or as needed to the mayor, board of trustees, and all village departments. Monitor all budget lines and discuss budget transfers as required or as requested by all departments. Perform all bank transfers.

- Budget experience required. Follow all guidelines for budget preparation and adoption of budget as outlined under Village Law. Prepare the tentative budget for Board input. Prepare all schedules required to support budget figures. Work with all departments to provide budget figures. Coordinate budget meetings and work with the mayor and board to finalize the budget.

- Audit all expenditures to ensure accuracy. Verify budget lines being charged for all expenditures. Prepare abstract of audited vouchers for Board approval. Confirm that purchasing guidelines are being followed by all departments.

- Work with village auditor in preparation of the annual independent audit and the filing of the annual audit with the Office of the New York State Comptroller. File all reports required by the New York State Comptroller.

- Work with the village’s financial advisor for all serial bond issues. Maintain current debt service schedule and institute wire transfers for payment of such debt.


- Monitor petty cash.

- Grants: File preliminary applications. Work with all departments to monitor grants. Set up capital projects to track expenditures – file for reimbursements

Human Resources

- Work with Mayor and Board of Trustees to ensure compliance of all adopted policies.

- Ensure all mandatory training is conducted on an annual basis.

- Work with DPW Superintendent to administer mandated testing programs for all DPW employees.

- Monitor all attendance requests and maintain sick and absence calendars.

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Duties of Village Clerk-Treasurer
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General Responsibilities

- Commissioner of Elections: Responsible for all aspects of running a village election.
- Registrar of Vital Statistics: Work with Deputy Registrar on issuance of all birth and death certificates for events that occur within the boundaries of the Incorporated Village of Malverne.
- Records Management Officer: Maintain all required documents. Hold annual records retention day and follow guidelines as outlined by the New York State Education Department.
- Maintain Village Hall building. Work with all village departments on building maintenance issues.
- Prepare/advertise/record all competitive bidding projects.

Board Meetings

- Work with mayor to prepare agendas for all board meetings. Prepare all documents required for board discussion and approval.
- Attend all meetings of the Board of Trustees.

Qualifications:

- Strong financial background.
- Strong working knowledge of Microsoft Office products (Word, Excel, Publisher).
- Ability to multi-task.
- Must possess at least five years of government experience.
- Strong inter-personal skills.

All interested parties should submit their resume:

Mrs. Jill Valli, Deputy Village Clerk
Village of Malverne
99 Church Street
Malverne, NY 11565

Posted: November 21, 2019