

VILLAGE OF BRIARCLIFF MANOR
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BRIARCLIFF MANOR, N.Y. 10510



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September 2023

Job Posting – Deputy Village Treasurer

The Village is looking to add a Full-Time Deputy Village Treasurer to its work force beginning in November of 2023.

About Briarcliff Manor

The Village of Briarcliff Manor, New York is nestled along the historic and scenic Hudson River. With 5 3/4 square miles of land, the Village offers a rustic residential environment within easy commuting distance to Manhattan and all that New York City has to offer including a metro-north train station at Scarborough Train Station.

The Village's population was 7,569 according to the 2020 U.S. Census. Briarcliff Manor is situated within the Town of Ossining and the Town of Mount Pleasant, with over 91% of the residents in the Town of Ossining. The Town of Ossining and Town of Mount Pleasant are responsible for collecting school, county and town taxes. The two Towns also perform tax assessment functions for the Village of Briarcliff Manor.

The Village of Briarcliff Manor is in a revitalization stage internally and externally. Upgrading our downtown area is a major priority as well as upgrading and managing the Village's utility infrastructure and recreation trail way systems. In addition, we have been diligently working on upgrading the Village's website, phone system, accounting software, front facing budgeting software and implementing new projects as approved by the Board of Trustees in the annual capital budget.

About the Department

The Treasurer's Office is currently comprised of a Village Treasurer/Tax Collector and two additional support staff. The Finance Office Assistant is assigned to Accounts Payable, Tax revenue collection, Misc revenue collection, and Online Payment revenue. The second support staff title is Sr. Account Clerk whom is assigned to Water Billing, Water revenue collection and all misc. Water billings. In addition, the Sr. Account Clerk processes the bi-weekly payroll and is responsible for submitting the required Federal and State tax reporting. Both support employees participate in the Annual Audit and support the Treasurer during the Annual Operating and Capital Budget process. All personnel, including the incoming Deputy Treasurer, are expected to be cross trained.

The Village creates, prints and mails the annual real estate taxes for the residents. The taxes are due in two (2) installments (June and January) and can be paid in person, via check, or online. In

addition, the Village creates, prints and mails water usage bills on a monthly basis. Water bills payments are also collected on a monthly basis.

About the Position

This is a high-level Deputy Position in the Village Treasurers office. The position is exempt class (no civil service test required) under the provisions of Civil Service. This position reports directly to the Village Treasurer and is appointed by the Village Board of Trustees based on the advice of the Village Treasurer and Village Manager. In addition to the [standard set of duties](#), here are brief highlights of the expected role that the Deputy will perform:

The incumbent of this position should have a good working knowledge of GASB and the NYS Comptroller's financial accounting practices and methods concerning the receipt, investment and disbursement of municipal funds pertaining to fund accounting. Ability to maintain confidentiality. Ability to plan and organize work with minimal direction. Is responsible for employing independent judgement and initiative in the compilation of the budget and financial information, and the preparation of such information for public reports. The duties of this position may include internal audit work, supervision and/or improvement of accounting systems and procedures under the supervision of the Village Treasurer who provides guidance and advice on major questions, and gives final approval to all important decisions.

Additional Examples of work

Completes the monthly bank reconciliations ensuring all entries were properly entered, any discrepancies are corrected and shared with the Village Treasurer for approval.

Assists the Village Treasurer with the preparation of various exhibits and schedules in the various phases of the Annual Operating and Capital Budget

Processes monthly and quarterly reports to provide the Village Manager, Village Treasurer and Department heads on remaining FY budget balances and open purchase orders.

Performs duties associated with Village Debt Service administration.

Coordinates budget transfers as necessary.

Coordinates with auditors to provide information/records needed for the preparation of annual audits.

Conducts special studies and analyses as directed by the Village Treasurer, such as methods and procedures, and the utilization of personnel, equipment and space in the operation of the Finance office.

Assumes the duties and responsibilities of the Village Treasurer, acting for an on the behalf of the Treasurer in his/her absence.

Top candidates will be forward thinking, with exceptional organization and data analysis skills. Additionally, the most suitable candidates will have a successful track record of accounting based analytical problem solving, excellent working knowledge of automated accounting systems (Tyler Munis preferred), competent in using Excel as well as the ability to update and improve current excel spreadsheets and work books, ability to quickly integrate new finance related software platforms as necessary, some knowledge of the law as it pertains to local government in the State of New York, organizing and directing the work of others, and a high degree of integrity.

The Village is seeking to fill the position with a start in November of 2023. Applications will be accepted until the position is filled. Annual Salary range offered, DOQE, is \$95,000 - \$105,000. Benefits include: Health Insurance, Dental, Optical, standard NYS Pension, employee election Deferred Compensation Plan, Flexible Spending & Dependent Care Pre-Tax Accounts (as of 2024), and two weeks' vacation (accrued), three personal days, and twelve sick days accrued per year. Typical work hours are 8:30 AM – 4:30 PM, Monday-Friday, with paid holidays.

Interested candidates should submit a cover letter, and resume, via email preferred, attention:

Josh Ringel, Village Manager & Village Treasurer Kathryn Nivins-Mack
1111 Pleasantville Road
Briarcliff Manor, NY 10510

or

Email to: villagemanager@briarcliffmanor.gov & knivins@briarcliffmanor.gov

The Village of Briarcliff Manor is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.