



The Village of Hempstead, NY is seeking a skilled and motivated professional to serve full-time as our Deputy Village Treasurer. The successful candidate will have thorough knowledge of accounting principles and practices.

**The typical duties of this position include:**

- Supervise processing of payroll.
- Provides pertinent fiscal and statistical data
- Assists with preparation of the annual budget
- Instructs operating departments in proper budgetary and accounting procedures.
- Makes daily review of funds of various departments and in cases where funds appear to be inadequate, arranges for transfer of sufficient funds.
- Sets up and maintains adequate accounting controls and a uniform system of accounts; prepares regular reports on monies received and disbursed.
- Reviews fiscal procedures and recommends the installation of new procedures, methods, and equipment to improve the efficiency of operations.
- Organizes and supervises work of subordinates in maintaining accounting, business, and financial records, as required.
- Undertakes special studies and prepares special reports, as required.
- Supervises the preparation of accounts payable and receivable transactions for posting, verifies account information.
- Supervise and train accounting department staff
- Monitors Cash flow to ensure sufficient funds are available. Generates various spreadsheets, financial statements, and cash balance fund reports.
- Works with auditors at year-end; closing adjustment journal entries, encumbrances, receivables, and related closing transactions.

MINIMUM QUALIFICATIONS are as required by Nassau County Civil Service, including a bachelor's degree in Accounting, Public or Business Administration and at least 3 years accounting experience.

Applicants are encouraged to apply online at [Villageofhempstead.org](http://Villageofhempstead.org) or submit a resume and Cover letter to:

Lisa Barrington  
Director, Human Resources  
[lbarrington@villageofhempsteadny.gov](mailto:lbarrington@villageofhempsteadny.gov)