



VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building

7 Maple Avenue

Hastings-on-Hudson, New York 10706

Job Announcement: Full-Time Accountant

Post Date: May 15, 2024

The Village of Hastings-on-Hudson is looking to retain a full-time Accountant as part of the Treasury. Under the general supervision of the Treasurer, work includes preparation of financial statements and reports, assembly and analysis of financial and statistical information for use in reports and studies, periodic account audits, assisting in preparation of the annual budget, bank statement reconciliations, completing journal entries into the Village finance software, and preparation and maintenance of financial records.

The ability to perform mathematical calculations accurately, maintain complex records, and plan and organize work with a proclivity for attention to detail is essential. Other responsibilities may include invoice processing, statement billing, and payroll submission. The position requires frequent contact with fellow employees and the Village Manager, and requires courtesy, tact, integrity, and honesty.

The ideal candidate will have good knowledge of the fundamentals of modern office practices, procedures, and equipment, together with the ability to work independently and apply good judgement to ensure efficient operations in the Village. Interested applicants must be proficient in computer applications such as Microsoft Office and Outlook, with the ability to learn new software. Experience with Tyler Incode 10 software is desirable. The ideal candidate must meet the following qualifications:

MINIMUM QUALIFICATIONS: A Bachelor's Degree in Accounting, Business Administration, Finance, and two (2) years of experience where the primary function of the position was professional accounting or auditing. A Master's Degree in Accounting, Business Administration, or Finance may be substituted for one (1) year of the required work experience.

HOURS: This is a full-time position, 35 hours/week.

SALARY: \$60,000 -- \$80,000

Qualified candidates must submit a letter of interest and resume by email to Mary Beth Murphy, Village Manager villagemanager@hohny.gov on or before May 31, 2024.

Applicants must meet the minimum qualifications for Accountant as described by Westchester County Human Resources.