

# CITY OF PORT JERVIS, NEW YORK



## **Notice of ANTICIPATED Vacancy**

**Title:** City Clerk Treasurer

**Vacancy No:** 2404

**Appointment Effective:** Once interviews have been completed.

**Type of Appointment To Be Made:** *Appointed Position by Mayor and Common Council*

**Salary:** Negotiable based upon experience

### **Requirements of Applicants (include all pertinent prerequisites):**

- Oversee subordinate employees of the City Clerk-Treasurer office to perform work related to the office. Plans, directs, and controls the activities and daily operations of the department. Assigns work, reviews financial records and instructs employees in the specialized account keeping work of the finance office. Maintains records and reports.
- Operates personal computer, calculating and other office related machinery.
- Review receipts received assist in the issuance of receipts for payments and verify and deposit all funds received by the City of Port Jervis.
- Ensures that revenues and expenditures are allocated to the appropriate fiscal year.
- Maintain accounting registers and ledgers for all funds created on behalf of the City of Port Jervis.
- Reconcile and balance all bank statements for existing bank accounts according to prescribed procedures and standards.
- Oversees the examination of purchase requisitions to determine sufficiency of funds for requested items.
- Assist in the preparation of real estate taxes within the City of Port Jervis and receive remittance by mail or in person, verify amount, computes interest and penalties and posts to book or original entry for tax payments.
- Assist in the preparation and calculation of water billing and provide overview for the posting and reconciliation of water fund ledgers and accounts.
- Oversee the preparation of payroll on behalf of the city of Port Jervis and assist in the maintenance of employee personnel records. Certifies all payrolls on behalf of the City of Port Jervis.

# CITY OF PORT JERVIS, NEW YORK



- Oversees and assists in the records, issuing and maintaining of all birth, marriage and death records and provide for the proper storage and retention of these records.
- Serve as the licensing representative/agent of the City of Port Jervis in regard to licensing regulation and requirements under the NYS Department of Environmental Conservation.
- Assist in the issuance and maintaining of all records pertaining to dog licensing under the NYS Department of Agriculture and Markets.
- Prepares routine correspondence pertaining to financial operations of the City.
- Serves as the Clerk to the Common Council, the elected governing board of the city and attends all meetings of the Common Council.
- Assists the Mayor in the preparation of the annual city budget for the general and water funds. Is involved directly in the preparation of the various municipal budgets.
- Reviews the budget of the general and water funds on a regular basis and makes recommendations concerning revenue and expenses in these funds.
- Participates in meetings and conferences dealing with the City's monetary policy.
- Prepares annual financial reports on behalf of the City of Port Jervis.
- Prepares financial reports to the Mayor and Common Council of information taken from the financial records of the City.
- Compiles, prepares labor, material, operational costs and analysis of financial and statistical records.
- Involved directly in property acquisitions and dispositions, and community development activities.
- Oversees City data processing functions, prepares monthly financial reports, and has direct responsibility for all investments.
- Ensures that the rules and regulations governing municipal procedures are followed.
- Direct supervision of Deputy Clerk Treasurer and subordinate staff.

## **ACCEPTABLE TRAINING AND EXPERIENCE:**

- A. Master's degree in accounting or business administration with one (1) year experience in the preparation and maintenance of financial accounts and records. Possession of a notary public license; OR

# CITY OF PORT JERVIS, NEW YORK



- B. Bachelor's degree in accounting or business administration with two (2) years experience in the preparation and maintaining financial accounts and records. Possession of a notary public license; OR;
- C. Associate degree in accounting or business administration with six (6) years experience in the preparation and maintenance of financial accounts and records. Possession of a notary public license. OR;
- D. High School Diploma and 10 years of accounting and finance experience in a municipal setting in the preparation and maintenance of financial accounts and records. Possession of a notary public license.

**Benefits:** Health Benefits, Dental & Vision plan, Vacation Time, Personal Time, Sick Time and other benefits as negotiated through Employment Contract.

**Person(s) interested in applying for the above position are to submit a Civil Service application along with three letters of personal reference and sent to:**

[Darla S. Schields, Human Resources Director](#)

Port Jervis City Hall  
20 Hammond Street  
Port Jervis, NY 12771

City of Port Jervis Approval: The above-described position is hereby approved and funded and notice of such vacancy is to be posted in all buildings in the Port Jervis City Hall on May 29, 2024.

\_\_\_\_\_  
Dominic Cicalese  
Mayor

**The City of Port Jervis Is An Equal Opportunity Employer**

Application Deadline: \_\_\_\_\_ June 28, 2024 \_\_\_\_\_