

JOB ANNOUNCEMENT
VILLAGE TREASURER
VILLAGE OF HILTON

The Village of Hilton seeks a highly motivated individual to serve as Village Treasurer. Experience and excellent references required. Responsibilities encompass a diverse range of essential duties and competencies. This confidential position is exempt/non-competitive class.

The Village of Hilton is in Monroe County, New York. The Village population was 5990 according to the 2020 Census. The Village of Hilton is in the north part of the Town of Parma, west from the City of Rochester.

Primary Responsibilities Include (Illustrative Only)

- Preparation and submittal of all annual reports
- Financial Administration
- Payroll preparation
- Accounts payable and receivable
- Bookkeeping/ reconcile all bank statements
- Monthly and quarterly financial statements
- Communicate with Village Department heads and employees
- Prepare annual budget with the Village Manager

Minimum Qualifications:

A bachelor's degree in finance, accounting, three to five years of experience working in a municipal government, finance, including budgeting and payroll preferred. Relevant experience will be considered in lieu of a degree.

Salary and Benefits: \$62,000 - \$72,000, Commensurate with skills, experience and education. A generous benefits package is also included.

Qualified candidates must submit a letter of interest and resume no later than Monday, September 8, 2025, to:

Shari Pearce, Village Manager/Clerk

Village of Hilton

59 Henry St

Hilton, New York 14468

Shari@hiltonny.org