

VILLAGE OF FLEISCHMANN'S
Recruitment for the Position of
VILLAGE DEPUTY CLERK/TREASURER

Village of Fleischmann's does not discriminate and is an Equal Opportunity Employer.

For further information and applications, contact

Village of Fleischmann's
492 Main Street
Fleischmann's, NY 12430
Tel: (845)254-5514
www.fleischmannsny.com

DUTIES AND RESPONSIBILITIES:

Duties include responsibility for tax collection and reporting for real estate taxes, water department billing and collection, sewer department billing and collection; care and custody of all official records and documents of the Village of Fleischmann's. Banking Deposits and recording in accounting software, reconciling bank statements, balance sheet accounts, process and pay vendor invoices. Prepare monthly financial statements including profit and loss sheets, payroll processing. Prepare Energy spreadsheet and monitor energy usage by location. Grant application reporting and monitor performance against grants. Collect outstanding receivables from grant awards and various additional clerical and administrative tasks as assigned. Providing research and information services to the public and Village personnel, performing the statutory duties as set forth in the New York State Village Law §4-402; coordination of communication among departments and staff regarding residents, inquiries and concerns.

MINIMUM QUALIFICATIONS:

Qualified candidates should possess an Associate Degree and three to five years in a professional office setting with progressive experience. Alternate qualifications will be considered. Applicants must be proficient with computer skills including Microsoft Office and QuickBooks, have strong English language skills and mathematical ability. Candidates must be able to multi-task in a face-paced environment, possess excellent organizational skills and have analytical ability. Additionally, the individual must have strong communication and interpersonal skills, be able to work with different groups of people, maintain a professional appearance and enjoy working with the public. Experience working for a municipality is preferred.

Interested candidates should visit the Village's website for an application. Candidates must also submit a cover letter, job application form, and a resume with three, professional work related references to:

Village39@catskill.net
or
Village Office
1017 Main Street, PO Box 339

Fleischmanns, NY 12430