

Job Opportunity -DEPUTY VILLAGE CLERK/TREASURER

The Village of Buchanan is seeking candidates for the position of Deputy Village Clerk/Treasurer. Candidates must have prior municipal experience. In addition, they must possess good written/oral communication, organizational and interpersonal skills, as this position deals with the public.

Example of Job Duties:

- Answers telephone and in person inquiries from residents
- Prepares weekly payroll for local government
- Maintains the general ledger and all accounts payable records in compliance with NYS Municipal guidelines
- Prepares Journal Entries as needed and prepares monthly bank reconciliation.
- Assists in collection of fees, water/sewer rents and tax bills
- Attend Village Board meetings as needed
- Assist in Budget Preparation
- Human Resources functions
- Assist in preparation of agendas
- Prepare meeting minutes as needed
- Performs various other duties as needed

The Deputy Clerk/Treasurer acts as Village Clerk/Treasurer in their absence.

QUALIFICATIONS:

- A Bachelor's Degree in Accounting, Finance, or closely related field with at least one (1) year of specialized experience in governmental accounting.
OR
- Possession of a high school or equivalency diploma and six (6) years of experience where the primary function of the position was financial recordkeeping and/or financial auditing, including or supplemented by one year of experience in governmental accounting.

Must be proficient in Microsoft Word/Excel/Outlook/PowerPoint. Salary commensurate with experience. Position is Full Time with excellent benefits.

Please submit a cover letter, resume and salary requirements to Marcus Serrano, Village Administrator, mserrano@villageofbuchanan.com and Cynthia Kempter, Clerk/Treasurer, ckempter@villageofbucnanan.com.