

Deputy Clerk-Treasurer Village Office

Title: Deputy Clerk-Treasurer
Supervisor: Clerk-Treasurer

Job Summary

Under the direction of the Clerk-Treasurer coordinates all aspects of the Village's main offices.

Duties & Responsibilities

- Collect revenues & process payments. Maintain & prove cash drawer, make deposits at bank. Make General Journal entries to post payments & maintain revenue files.
- Process bi-weekly payroll, monthly retirement reports, & quarterly & yearly payroll reports. Maintain attendance records. Process requests from the NYS Retirement System re: prior employment & payroll data. Meet with new employees & process their payroll forms.
- Process bi-weekly accounts payable vouchers & mail payments to vendors.
- Answer phones, assist callers. Supply residents with building permits, zoning & site plan review applications. Distribute handicap parking permits. Open and process and/or distribute mail. Take mail to post office. Receive and process resident complaints.
- Prepare, bill & mail out tax searches.
- Process park & firehouse community room reservations. Maintain calendar for both.
- Maintain meetings calendar & update website.
- Update & maintain 911 list & garbage container list.
- Process Workers' Compensation & New York State Disability claims.
- General clerical duties, i.e. maintain department phone listings, copy documents for distribution.
- Attend Board meetings as needed, prepare minutes.

Abilities Required

- Excellent communication skills, attention to detail, organization & ability to multi-task.
- Some bookkeeping knowledge helpful.
- Discretion in handling confidential material.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet ongoing needs of the organization.