

Deputy Clerk - Village of Union Springs

The Village of Union Springs is seeking an experienced, and ambitious individual to assist the Village Clerk and Treasurer in managing day-to-day operations, accounting, and finances of the village. The ideal candidate will have excellent organizational skills, excellent customer service skills, and the ability to communicate clearly with the public, and employees. The candidate for this position should have the ability of managing multiple task at one time, is reliable, and consistently meets deadlines.

Deputy Clerk – Responsibilities

- Prepare and manage village employee payroll, and track employee benefits
- Assist the Clerk with the management of grant programs, and grant reporting
- Assist the Clerk with tax collection and reporting
- Assist the Clerk with water and sewer department billing and collection
- Assist the Village Treasurer with various tasks
- Records management of official records and documents of the Village
- Completion of various administrative and clerical tasks
- Any additional tasks as assigned by the Mayor

Qualifications:

Either:

A). Associates Degree in finance or related field

B). 2 years of work experience managing accounts payable and receivable, general ledger, payroll, and knowledge of accounting principles. The candidate should also have experience with data entry, record keeping, and computer operations.

C). Any equivalent combination of training and experience

Proficiency in Microsoft Office, and Excel

Job Type: Part-time (10-20 hours weekly)

Pay: \$16.00 - \$18.00 per hour, based on experience

Schedule Preferred:

- Thursday and Friday 9:00AM – 2:00PM
- 3rd week of the month Wednesday, Thursday, and Friday 9:00AM – 2:00PM
- Will be willing to slightly adjust the schedule for the right candidate

Work Location:

26 Chapel Street Union Springs, NY 13160

How to Apply:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>

Application deadline March 21, 2023 11:59PM