

DEPUTY VILLAGE CLERK-TREASURER

Assist Village Treasurer in preparation of annual Property Tax billing and collection; preparation of monthly bank reconciliations, input and maintain Accounts Payable records. Assist Village Clerk in maintaining Village records and other general clerical duties as assigned.

1- 2 years accounting and/or bookkeeping experience required. Proficient in use of Microsoft Word and Excel.

Part-Time 12 hours per week
Salary commensurate with experience

Resumes can be faxed to 631-862-1417