

Village of Upper Brookville
Deputy Clerk/Treasurer

The Village of Upper Brookville is seeking a part-time (24 hours per week) Deputy Clerk/Treasurer. Office hours are Monday, Tuesday & Thursday from 8:30 a.m. – 4:30 p.m.

Qualifications

- Knowledge of QuickBooks.
- Proficiency in Excel, Word and other Microsoft programs.
- Grant writing experience.
- Strong verbal and written communication skills.
- Strong organizational skills and ability to follow instructions.
- Self-Starter with strong interpersonal and problem solving skills. Ideal candidate will be able to hit the ground running.
- Detail oriented, adaptable and customer service oriented.

Responsibilities include but are not limited to the following:

- Assist in reporting & processing weekly payroll.
- Pickup mail, sort and distribute.
- Bank deposits.
- Prepare for monthly Board of Trustee and Zoning & Planning Board meetings as scheduled.
- Assist in the mailing & processing of annual tax bills & monthly late notices.
- Assist in the mailing & processing of annual garbage bills.
- Assist in preparing all necessary reports required by auditors at end of fiscal year.
- Answer phones and welcome visitors.
- Update village files and archive records.
- Maintain village resident information list.
- Fill in for Clerk/Treasurer when absent.

Qualified interested candidates can send resume to Tracy Lynch, Village Clerk/Treasurer via email villageclerk@upperbrookville.org