

F/T position, Great Neck, NY, Deputy Village Clerk Treasurer/Court Clerk

A/R, A/P Accounting and/or Bookkeeping experience. Able to work independently and in team environment. Position requires high interaction with the public. Applicants must possess some tech-savviness; proficient in **Microsoft Office** Programs and knowledge of **SEI Courtroom** Program; **Municipal experience a +**, Candidates with verifiable, administrative/clerical experience will be considered. Sal+ Benefits commensurate with experience. Candidates submit their resume to: **jobs@russellgardens.com**