

September 2023

The Village of New Hyde Park is currently seeking an experienced full-time Deputy Clerk/Treasurer. Interested applicants will have knowledge of government accounting principles and practices and assist Village Clerk and Village Treasurer with Village Elections, implement policies and procedures and the overall general supervision of administrative office.

The typical duties of this position include but are not limited to:

- Bank Reconciliations
- Daily Cash Receipts
- Maintaining Medical Insurance
- Maintaining all aspects of Workers Compensation
- Process civil service applications and personnel transactions;
- Records Management
- Public Access to Records
- Seasonal hires
- Human Resource

Candidate must have strong communication, organizational and customer friendly skills. Proficient in all Microsoft programs and familiar with social media platforms. Prior municipal experience is highly recommended.

Employment offers competitive compensation commensurate with experience, and an excellent benefits package. Candidates interested in this position should submit their resume by email to Maria Cerda-Village Clerk [nhpclerk@vnhp.org](mailto:nhpclerk@vnhp.org) and Oscar Osorio-Village Treasurer [oscar@vnhp.org](mailto:oscar@vnhp.org)