

Village of Sands Point seeks an individual for some of or a mix of the following:
Building Dept Staff member/Admin Assist/Accounts Receivable Job Description

About: Sands Point is a village of 930 homes on the Port Washington peninsula.

Job Requirements (some or a mix of the below depending on experience):

- Handle various Building Department functions as needed including:
 - Accepts, reviews and processes building permit applications.
 - maintenance of all building permit files
 - maintenance of all Board of Zoning applications, files and including decision of orders
 - support Building Inspectors and other Building Dept leadership
 - coordinate correspondence with various professionals assigned to applications.
- Handle accounts receivable including analysis and preparation for billing and deposits of:
 - assessment rolls and tax billing.
 - billing and analysis of resident water, irrigation, filming, and alarm bills among others.
 - record, analyze, track, and collect deposits from residents and charges to consultants for BZA and PB escrow accounts.
 - Preparing related monthly Board of Trustees reports
- Heavy interaction with residents on phone, email, and front desk.
 - Billing, contact info, welcome packets, etc.
 - Process foil requests for title search inquiries
- Assist Village Clerk and Treasurer as needed including accounts payable, bank reconciliations, etc.
- Light purchasing of office supplies and related.

Skills:

- Previous building department or village administrative knowledge
- Ability to communicate and interface with residents.
- Ability to prioritize workflow.
- Comfortable with Word/Excel and/or Google Docs
- Must have experience with modular accounting packages—Edmunds Gov Tech preferred.
- Must have strong organizational skills and problem-solving skills.
- Strong written and verbal communication skills.
- Self-starter and motivated.

This position offers an excellent comprehensive benefit package and competitive salary.

For immediate consideration, **please email your resume** and cover note including salary requirements by February 5, 2024, to: ClerkAndMayor@SandsPoint.gov.