

The City of Port Jervis is accepting applications for the position of City Clerk Treasurer thru April 9th 2021.

Applicants are required to have a college degree preferably in Accounting and/or related field. Municipal finance experience preferred. Responsibilities include budget preparation and oversight, bank reconciliations, journal entries, long-term financial planning and investments, annual audit preparation, as well as coordination and supervision of payroll, invoicing, accounts payable, accounts receivable, cash receipts vital registrar activities and municipal clerk functions. The applicant should have knowledge of accounting software systems and related IT applications, and have demonstrated abilities in a team environment, with excellent leadership and communication skills. Abilities to work with labor unions and civil service are required. This position is subject to municipal authority appointment. Salary is based on experience and qualifications.

The City of Port Jervis is an Equal Opportunity Employer.

Interested applicants should submit an employment application, letter of interest to lisarandazzo@portjervisny.gov.