



The Town/Village of

East Rochester, New York

"...the greatest little town in the world"

Municipal Clerk/Treasurer
Full Time Professional Position
Town/Village of East Rochester
SALARY: \$65,000 - \$70,000 a year

QUALIFICATIONS: Minimum of a four-year degree in Business Management or a related field or five year's experience working in a municipal Clerks office. Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the Town/Village management.

GENERAL JOB DESCRIPTION: Appointed by the Town/Village Board, this position performs a variety of administrative and specialty duties. The Municipal Clerk attends all monthly board meetings and is under the supervision of the Village Administrator. Duties include but are not limited to: Town/Village Tax Receiver preparations, processes, posting & balancing. Monthly reconciliations of Accounts Receivable, Payroll Account and Town Accounts. Working knowledge of all aspects of bi-weekly payroll using offsite vendor. Process vendor claims monthly, complete abstracts for board approval, run vendor checks for Accounts Payable. Prepare PILOTS and Fire District invoices. Assist in budget preparation beginning January 1st and annual audit review in July.

Licenses and Certifications; Must possess a valid NY State Driver's License, be able to be bonded and be certified as a Notary Public.

EFFECTIVE: September 1, 2021

To Apply: E-mail current resume, certifications, and updated references to mdambrose@astrochester.org by August 2, 2021