

VILLAGE OF CHESTER (ORANGE COUNTY)

DEPUTY TREASURER (Full Time Position M-F 9-5)

The Village of Chester is looking to fill a deputy treasurer position. Immediate start.

Duties include but not limited to process the Village's bi-weekly payroll, updating electronic payroll records and filing/maintaining personnel files, utility billing, accounts receivable and tax collection processing, bank deposits when required, accounts payable processing of pre-paid items and withholding items.

The Village of Chester uses physical timesheets and payroll processing software.

QUALIFICATIONS & SKILLS:

The qualified candidate must be detail oriented, have payroll processing experience and/or finance background. Minimum requirements high school diploma or higher education, strong organizational skills, intermediate Microsoft Office skills to include MS Word and MS Excel.

Salary is commensurate with experience. Position offers health benefits, vision, dental, NYS Retirement Benefits as well as vacation, personal and holiday pay.

Please submit resumes and cover letter no later than 12/31/2020 to VILLAGE OF CHESTER, ATTN: VILLAGE CLERK, 47 Main Street, Chester, N.Y. 10918 or e-mail to: clerk@villageofchesterny.com.