

## **Village of Clayton Employment Opportunity Deputy Clerk / Treasurer Position**

Under the direction of the Village Mayor, the Village Deputy Clerk/Treasurer is responsible for assisting with directing and managing the activities and operations of the Village office in order to promote good government and maximize the effectiveness and efficiency of the office.

The Village Deputy Clerk/Treasurer acts as liaison with village departments, outside agencies, other governmental entities, and the general public on behalf of the Village Mayor and the Board of Trustees and ensures Village funds, policies and operations are handled according to the Village Code, state statutes and federal regulations. Essential functions of this position include:

- Assisting with collecting revenues and processing payments, maintaining and proving a cash drawer, making bank deposits and posting payments.
- Processing accounts payable vouchers, mailing payments to vendors, processing accounts receivable billing.
- Managing capital project payments and record keeping.
- Administering employee payroll and benefits and overseeing personnel records.
- Acting as liaison to financial consultants and agencies.
- Maintaining the meeting calendars and website.
- Attending Board meetings, as requested.
- Conducting other clerical duties as requested.

The ideal candidate must possess a high level of integrity, problem solving, verbal and written communication skills; an excellent commitment to public service; working knowledge of Microsoft Word and Excel required; must have attention to detail, work-flow flexibility, the ability to prioritize and manage multiple tasks; previous office and accounting experience is essential, experience and knowledge in public sector human resources is ideal, and previous municipal government experience is preferred.

Graduation from High School or a High School equivalency diploma, required. Graduation from a regionally accredited or New York State registered two-year college with an Associate degree, preferred.

Must be able to successfully pass a pre-employment drug/alcohol screen and credit background check following a conditional offer of employment.

Salary is commensurate with qualifications and experience.

The Village of Clayton offers an excellent and competitive benefits package including health, dental, and vision, in addition to paid vacation, personal, and sick time.

Application and full job description can be found on the village website at <http://www.villageofclayton.com/hr/>. Mail or email your cover letter, resume, application, and five (5) professional references to:

Village of Clayton  
Attn: Human Resources  
425 Mary Street  
Clayton, New York 13624  
[treasurer@villageofclayton.org](mailto:treasurer@villageofclayton.org)

*Applications are due April 15<sup>th</sup>. Position will remain posted until filled.*

**The Village of Clayton is an Equal Opportunity Employer.** All employment decisions are made on the basis of qualifications, merit and operational need.