

Village of Kings Point
Deputy Clerk or Deputy Treasurer Position

The Village of Kings Point is accepting resumes to fill the position of a FULL TIME Deputy Village Clerk or Deputy Village Treasurer.

Qualifications:

- Bachelor's degree in accounting, business, or applicable experience in Local Government operations.
- Proficient in accounting software (QuickBooks), Excel, Word and all other Microsoft Office programs.
- Knowledge of Impact and Muncity helpful.
- Strong communication skills both verbal and written.
- Strong organizational skills and ability to follow instructions and maintain confidentiality.

In addition to maintaining the Village finances, the candidate must be able to perform responsibilities including but not limited to the following:

- Prepare and process payments of all invoices and claims for the village as needed. Provide accounts payable abstract and reports for Board of Trustee's approval.
- Reconciliation of cash receipts, payroll, and bank statements at the end of the month.
- Document and work with the Village Assessor in updating changes to tax roll and assist in the processing and documentation of village tax payments.
- Prepare all information needed for GASB report.
- Accumulate all reports and paperwork required by external village auditors at end of fiscal year and make all recommended journal entries.
- Assist in the performance of human resources functions such as tax reporting documentation, disability insurance, worker's compensation, health insurance.
- Assist in payroll processing when necessary and prepare and mail all 1099 forms.
- Assist in the processing of Civil Service payroll certification and all required paperwork for new hires.
- Minimum of (2) two years of experience primarily in financing, recordkeeping or experience in Village Government.

Village Hall office hours: Monday – Friday 9:30 a.m. to 4:30 p.m.

The position offers an excellent comprehensive benefit package and competitive salary. For immediate consideration, please e-mail resumes, including salary requirements to:

Gomie Persaud
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