



Part Time Account Clerk for the Town of Pleasant Valley

The Town of Pleasant Valley is looking for a Part Time Account Clerk for 20 hours per week. No benefits offered. Responsible for performing administrative and clerical tasks, and provide assistance to the Town Board and Bookkeeper. Strong communication skills are a must. Bookkeeping background and knowledge of Excel strongly recommended. Hours to be from 9:00 am to 1:00 pm Monday through Friday. Submit letter of interest and resume to the Town Clerk, Mary Beth Muir, at 1554 Main Street, Pleasant Valley, NY 12569 by September 8, 2023. Or by email townclerk@pleasantvalley-ny.gov