Finance/Administrative Assistant

The Village of Lake Success is seeking a qualified **Finance/Administrative Assistant** to perform a variety of administrative, financial, and clerical duties. This position provides support to Village supervisors, employees, Board members, and residents while assisting with daily office operations and maintaining efficient administrative processes.

The ideal candidate will be organized, detail-oriented, and able to manage multiple priorities while maintaining accuracy and confidentiality. The candidate should possess strong written and verbal communication skills and be proficient in Microsoft Office applications, including Excel, and financial/accounting software.

Responsibilities

- Process accounts payable using accounting software, including invoice entry, review, and payment processing.
- Process credit card payments and maintain related records.
- Perform bank reconciliations for assigned accounts.
- Assist the Village Treasurer with financial and administrative tasks.
- Plan, attend, and prepare detailed meeting minutes for monthly Board and committee meetings, including evening meetings as required.
- Prepare correspondence, memoranda, letters, forms, emails, and other administrative documents.
- Assist with the preparation of regularly scheduled Board reports and financial summaries.
- Create and distribute monthly Village e-newsletters, bulletins, and other communications.
- Maintain organized filing systems, including invoices, financial records, and document storage.
- Provide general administrative support and assistance to Village residents and members.
- Coordinate with executive and senior administrative staff to address requests and inquiries from Board members.
- Perform additional administrative duties and special projects as assigned.

Qualifications & Skills

- Proven experience as a finance or administrative assistant.
- Strong knowledge of general office procedures and equipment.
- Proficiency in Microsoft Office Suite, including Excel and PowerPoint, as well as financial/accounting software.
- Excellent organizational skills with the ability to prioritize tasks, manage time effectively, and meet deadlines.
- Strong attention to detail and commitment to accuracy.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently while also collaborating effectively with staff and officials.
- High school diploma required; college coursework or additional administrative/finance training preferred.

Compensation: commensurate with experience and qualifications, NYS pension and health benefits package.

Send resume to: vlsadmin@VillageofLakeSuccess.com