

Village of Sleepy Hollow



*New York
1874
More than a Legend*

Job Announcement ***Part Time Bookkeeper, Village of Sleepy Hollow***

The Village of Sleepy Hollow is seeking a Part-Time Bookkeeper to help out in the Finance Department. The candidate will assist with our busy window: answering phones; taking tax and water payments; and entering Accounts Payable and Accounts Receivable. Knowledge in double entry bookkeeping (per Civil Service) is required.

The working hours desired for this position are 1:00pm to 4:30pm, and will total 17.5 hours per week.

The successful candidate must be able to work in a busy environment and be proficient in multitasking; as well as to adapt to redirection and to communicate clearly verbally and in writing.

Salary: Commensurate with skills, education and experience.

Qualified candidates may send their resume with cover letter detailing experience and ability to Village Treasurer, Sara DiGiacomo, at sdigiacom@sleepyhollowny.org.

The Village of Sleepy Hollow is an Equal Opportunity Employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.