Employment Opportunity

Clerk Treasurer: Appointed full time managerial position whose duties are performed with the laws and statues of the State of New York and the ordinances and policies of the Village of Palmyra. The Clerk Treasurer reports directly to the Mayor and works with the Board of Trustees. The Village Clerk/Treasurer’s duties include but are not limited to:

* Oversees daily receipting processes.
* Oversees accounts payable processing.
* Oversees the receipting of payments to the Utility accounts and creation of quarterly invoicing.
* Directly responsible for attending and recording all Village Board meetings, maintaining the Village Board minutes, coordinating and collaborating on agenda items with Dept Heads and prepare agendas and meeting packets, maintaining oaths of office records, maintaining village archival records, writing, posting and publishing all legals and ads.
* Directly responsible for payroll, including but not limited to paycheck issuance, quarterly tax reporting, administration of the hospitalization, dental, retiree healthcare and deferred compensation accounts, issuance of payments for all withholdings, all retirement registration and reporting, maintain disability and workmen’s compensation records and reports of claim.
* Responsible for budget preparation and maintenance, and working with all department heads in the regards to the annual budget, responsible for monthly treasurer’s reporting, overseeing of the collection of tax payments, monitoring and balancing bank statements for all savings and checking accounts, wire transfers and debt payments in a timely fashion.
* Notary Public duties.
* Supervisory responsibility to the Deputy Clerks and back up when needed.

Education and/or Experience Required:

* Several years of working in a municipal government, business administration, finance or accounting involving money collection and records management.
* High School graduation plus the equivalent of two to four years of advanced education in business administration, finance or accounting is preferred.
* Preference given to someone with prior municipal government experience.
* Ability to obtain a Notary Public designation from New York State.
* Maintain a standing membership with the NYS Society of Municipal Finance Officers or the NYS Association of City & Village Clerks.
* Be a village resident.

Knowledge, Skills and Abilities

* Knowledge of modern office and computer equipment, practices and procedures.
* Knowledge of Microsoft Office is mandatory.
* Willingness to learn and master the municipal software for Finance, Payroll and Utility.
* Skill in dealing with the public diplomatically.
* Ability to collect and account for money accurately.
* Ability to carry out assigned projects without detailed instructions, a minimum of supervision and coping with deadlines.
*Willingness to take the initiative in problem solving very desirable.
Salary commiserate with experience. Please submit your resume to 144 East Main St. Palmyra NY 14522. No phone calls please.