

Job- Description

Deputy Clerk-Treasurer

The Deputy Clerk-Treasurer is an appointed position that carries a two year term. The position is appointed by the Mayor with approval by the Board of Trustees.

Deputy Clerk- Treasurers possess the powers and perform the duties of the Clerk-Treasurer when requested to do so or in their absence.

Duties include the following as well as any others that may arise.

- ❖ Responsible for records and record keeping.
Filing, data entry. Minutes for Board of Trustees, as well as Planning and Zoning Board of Appeals. This also includes Tax searches, Building Permits, reports
- ❖ Accounting according to the State Comptroller's uniform system of accounts.
Revenues, Expenditures, budgeting, bill paying, reporting and bank reconciliations
- ❖ Tax preparation and collection
Sorting, mailing, checking addresses, as well as the use of software
- ❖ Water utility billing and record keeping.
Software program, also keep track of meters and usage and water main breaks.
- ❖ Receptionist duties
handle mail, phone calls and the public in a professional manner.
- ❖ Election Duties
Prepare ballots, absentees, prepare inspectors, set up, close polls and report election results to the media
- ❖ Human Resources
Insurances, payroll, direct deposit, retirement, NYS Deferred Compensation, certifications and compliance to NYS law
- ❖ Legal Notices and Contracts
- ❖ Cleaning the office, decorating and executing the sunshine fund when needed
- ❖ Notary Public, if you don't possess this certification it will be required within your first 6 months of employment