

JOB POSTING

Deputy Clerk/Treasurer

The Village of Redgranite is now accepting applications for a Part-time Deputy Clerk/Treasurer position. Applications may be obtained at the Redgranite Village Hall between the hours of 8:30 A.M. and 5:00 P.M., Monday thru Friday. Applications will be accepted until 5:00 P.M. on Friday, July 6, 2018. The Village of Redgranite is an Equal Opportunity Employer.

JOB RESPONSIBILITIES:

- Provide customer service
- Retrieve mail from the post office daily.
- Monitor delinquent water/sewer bills and contact customers regarding past due bills and make payment plans.
- Maintain purchase order file; match purchase orders with invoices as received daily. (Accounts Payable)
- Process Accounts Payable Invoices; Attach check stubs to invoices for filing; file paid invoices; mail payments.
- Post Accounts Receivable Receipts.
- Process employee payroll checks.
- Make online payroll tax deposits.
- Reconcile bank statements.
- Prepare and total utility payments for reconciliation.
- Performs other related duties as needed.

QUALIFICATIONS:

- Any combination of training and work experience that indicates possession of the skills, knowledge and abilities listed in the complete job description. **(Will be given to all applicants along with the job application).**
- Skill in communicating with a variety of people.
- Skill in operating a computer.
- Working knowledge of Microsoft Word and Excel
- Skill in preparing and proofing a variety of correspondence and documents.
- Ability to be flexible and respond to changes in work schedules, work load, and work tasks.
- Ability to operate typical office equipment such as computer, typewriter, printers, copiers, fax machine, calculator, and phone.

DESIRED QUALIFICATIONS:

- Experience working in an office setting with some bookkeeping knowledge.
- Experience working in a customer service field.