



August 10, 2018

The Village of Newark is conducting a search for the position of Deputy Clerk/Treasurer. The position is appointed and reports directly to the Clerk/Treasurer.

The Deputy Clerk/Treasurer is responsible for all aspects of payroll, assists in the administration of employment benefits, receives and processes cash receipts, manages front desk services and incoming calls related to constituent issues, assists as custodian of all official records, and other duties and responsibilities that would assist the Clerk/Treasurer in the management and administration of the municipal office and its staff. Candidates with experience in municipal finance and payroll would find such background helpful.

Qualifications for the position include an Associate's Degree in accounting, and/or 2 to 4 years of experience in an accounting and payroll related field.

The Village offers an attractive compensation package including health insurance and membership in the NYS Retirement System.

Applications will be accepted through August 24, 2018. Persons interested in the position should address a letter of interest and resume to:

Mayor Jonathan Taylor
Village of Newark
100 East Miller Street
Newark, NY 14513

The Village of Newark is an Equal Opportunity Provider, and Employer