NOW HIRING

Part-Time Village Clerk-Treasurer

Village of Argyle, New York

The Village of Argyle is seeking a dependable, organized, and detail-oriented individual to serve as its part-time Village Clerk-Treasurer. This position combines the administrative responsibilities of the Village Clerk with the financial responsibilities of the Village Treasurer and plays an important role in supporting the day-to-day operations of our small, close-knit community.

The ideal candidate will be comfortable working independently, maintaining accurate records, managing financial transactions, and providing professional and courteous service to Village residents.

Position Details

- **Annual Compensation:** $12,000
- **Average Hours:** Approximately 10 hours per week
- **Location:** Village of Argyle, New York
- **Reports To:** Mayor and Village Board of Trustees

Work hours may vary depending on Board meetings, billing cycles, reporting deadlines, and the operational needs of the Village.

Primary Responsibilities

Village Clerk Duties

- Maintain official Village records, resolutions, correspondence, meeting minutes, and other municipal documents.
- Prepare meeting agendas, record Board meeting minutes, and assist with official notices and correspondence.
- Maintain records in accordance with applicable New York State laws and retention requirements.
- Receive and process public records requests in accordance with applicable law.
- Provide administrative support to the Mayor and Board of Trustees.
- Serve as a point of contact for residents and respond to inquiries regarding Village business.

Village Treasurer Duties

- Maintain accurate financial records for Village revenues, expenditures, and accounts.
- Receive and record water bill payments, maintain customer accounts, and reconcile collections.
- Process deposits and maintain appropriate documentation of financial transactions.
- Prepare and process approved vendor payments and checks in accordance with Village procedures.
- Collect payroll documentation, coordinate with the Village's outside accountant, and issue payroll checks as authorized.
- Assist with budget preparation, financial reporting, annual audits, and required state filings in coordination with the Village's accountant.
- Monitor financial records and deadlines and provide information to support responsible financial management.

Qualifications

The successful candidate will demonstrate:

- Strong organizational skills and attention to detail.
- Basic accounting, bookkeeping, and financial recordkeeping abilities.
- Proficiency with computers, email, spreadsheets, and word-processing software.
- Strong written and verbal communication skills.
- The ability to work independently, prioritize responsibilities, and meet deadlines.
- Professionalism, integrity, discretion, and a commitment to public service.

Experience in bookkeeping, accounting, office administration, or municipal government is preferred. Familiarity with New York State municipal procedures and public records requirements is a plus.

Relevant experience and a willingness to learn are valued.

How to Apply

Interested candidates should submit a resume and a brief cover letter describing their qualifications and relevant experience.

Submit applications to:

Village of Argyle
Attn: Mayor and Board of Trustees

Application Deadline: To be announced.

Questions regarding the position or application process may be directed to the Village of Argyle.

The Village of Argyle is an equal opportunity employer and welcomes qualified applicants committed to serving our community.