

The Village of Wampsville is looking for a part time Clerk/Treasurer.. About 10 hours a week. Very flexible days or evenings or combo of both. 3 days or evenings per week.

Starting pay \$16 to 20 an hour based on experience.

**TYPICAL DUTIES AND RESPONSIBILITIES:** Performs administrative work conducting the daily business activities of the Village including financial management and statutory clerk functions. The Village operates with a General Fund of \$300000.

- Assume custody of all moneys belonging to the Village.
- Files annual report of revenues and expenditures with the NYS Comptroller.
- Budget preparation and oversight; long term budget planning; has official responsibility for accounting for all receipts and disbursements in regard to Village funds.
- Tax Collection.
- Responsible for payroll preparation, payroll reports and records.
- Accounts payable and Accounts Receivable.
- Preparation of Village Board agenda and minutes; required to attend Village Board Meetings, usually once monthly.
- Process FOIL requests; and provides information assistance to the public on request.
- Processing of building permit payments for the Codes dept.
- Works with auditors at year-end. Generates reports and presents all financial data as required for the audit.
  
- Administration of website, Electronic Sign and Facebook page with help from others

**SUPERVISION RECEIVED:** Works under the general supervision of the Mayor, Village Board of Trustees

Contact Mayor Jerry Seymour at [wampsvillemayor@gmail.com](mailto:wampsvillemayor@gmail.com) or 315-762-2191 to schedule an interview.