

Position Available:

Internship to possible appointment to position of Village Clerk/Treasurer

Applications and Resumes will be accepted at the Village of Shortsville until July 15, 2020.

Qualifications to Apply:

Reside in Ontario County.

Ability to communicate with public, staff and elected officials.

Demonstrate an understanding of currently accepted governmental accounting principles.

Have a working knowledge of automated systems software including but not limited to utility billing, payroll, vouchers, budgets, and etc.

Detailed oriented, would focus on all detail, not just the big picture.

Ability to work independently.

Attend board meetings, take minutes and transcribe.

Must be Bondable and subject to background check.

Applications available at:

Village of Shortsville
6 East Main St.
Shortsville, NY 14548
585-289-6104

Attn: Sheila Lord, Village Clerk