

## **Village of Phelps- Deputy Village Clerk/ Treasurer position**

Starting rate / salary: \$25/hour

The Deputy Village Clerk/Treasurer would assist the Village Clerk/Treasurer with many responsibilities, including but not limited to:

- Accounting. The treasurer must maintain custody of all village funds and keep the accounts of all village receipts and expenditures.
- Bank Deposits and signing of checks
- Process payments.
- Payroll processing.
- Annual Budget.
- Month end/Treasurers Report
- Prepare Annual Financial Statements. The treasurer is responsible for filing an annual financial statement of the village's revenues, expenditures, and outstanding indebtedness in the village clerk's office within 60 days of the end of the fiscal year.

Other duties may include: collection of village taxes, utility billing for water and sewer, preparation of abstracts, attending meetings and taking then transcribing meeting minutes, must work well with the public, be honest and trustworthy and be able to maintain confidential information. The person is required to live in Ontario County or adjacent counties.

The Village prefers a candidate with a minimum of an Associate's Degree and one year's full-time paid or part-time equivalent in a business office with clerical and accounting experience. Preference will be given to those candidates with a bookkeeping/accounting background.

This cyclic position would be 30-40 hours per week dependent on timing of the month, quarter and year.

Interested applicants can apply online at the Ontario County Human Resources Portal, <https://ontario-portal.mycivilservice.com>. Applications will be accepted until June 30, 2025.