

TOWN OF EAST BLOOMFIELD

OFFICE OF THE SUPERVISOR

P. O. Box 85 99 Main Street
East Bloomfield, NY 14443
(585) 657-7700

Town of East Bloomfield Vacancy

Current Salary: \$25-\$30/hr, depending on experience

Bookkeeper / Secretary to Town Supervisor

Full Time with Benefits.

Experience: minimum, 3-5 years in Public Finance (preferred)

Exempt Status

Includes Clerical Duties

Timeline: Immediate

How to Apply:

Send Letter of Interest and Resume' to either address:

Supervisor Fred Wille

PO Box 85, East Bloomfield NY 14443

Attention: Bookkeeper Position

OR

supervisorfville@townofeastbloomfieldny.gov

If you have additional questions, please call 585-657-7700 extension #2

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TOWN OF EAST BLOOMFIELD

Bookkeeper– Job Responsibilities

Job Title: Bookkeeper / Secretary to Supervisor

Classification: Full-time/ Exempt

Reports to: Budget Officer, Town Supervisor and Town Board

Duties and Responsibilities:

- Prepare the abstracts and pay bills as directed by the Town Board
- Maintain all payroll/personnel records and pay employees, elected officials, appointed officials
- Record all revenues received
- Perform monthly reconciliations of all accounts and provide a written report to the Town Board
- Maintain all ledgers and subsidiary ledgers and prepare a bi-annual or quarterly written report for the Town Board
- Prepare the AUD and submit it to the NY State Comptroller
- Work with the Clerk and Insurance Committee to maintain a current record of Town assets
- Maintain all water/sewer accounts: update software for property owner and rate changes, send bills out quarterly, track payments received by the Clerk
- Act as central supplies purchaser with direction from departmental specifications
- Work with summer recreation director for paperwork associated with staffing, budget, and purchasing
- Coordinate with the attorneys and banks to schedule BAN and Bond meetings and payments
- Distribute written monthly expenditure reports to the various departments
- Maintain all fuel sales: send out invoices and track receipts of same.
- Manage financials for all grants received and all capital projects
- Work with the Highway Supervisor to prepare necessary paperwork for CHIPS
- Track receipts for gravel purchases made to other municipalities