

The Village of Hunter has an immediate opening for the position of Deputy Clerk/Treasurer.

Under the direction of the Clerk/Treasurer, the position performs or assists in all aspects of the day-to-day operations of the Clerk/Treasurer's Office. Work is performed in a small office setting, approximately 35 hours per week.

This position requires:

- Strong computer knowledge with proficiency in Microsoft Office Programs, Quick Books, BAS iTax.
- Exceptional oral and written language communication, customer service skills and strong financial background.
- Knowledge of GASB and the NYS Comptroller's financial and accounting practices and methods.
- Knowledge of General Municipal Law, Village Law and Village Finance Law as it pertains to municipal operations.
- Knowledge of relevant provisions of the NYS Real Property Tax Law.
- Willingness to learn, multitask and adapt to constant changes in the workplace.
- Ability to work independently with limited direction with attention to detail and time sensitivity.
- Ability to maintain strict confidentiality of sensitive matters.

Qualified candidates should possess an Associate Degree and three to five years in a professional office setting. Experience working for a municipality is preferred.

Excellent benefits package. Salary commensurate with experience.

Send your resume to:

or

E-mail your resume to:

The Village of Hunter  
P. O. Box 441  
Hunter, NY 12442

[khilbert@villageofhunterny.com](mailto:khilbert@villageofhunterny.com)

NO PHONE CALLS, PLEASE.