



Job Title: Village Deputy Clerk / Deputy Treasurer

Location: Village of Saranac Lake

Jurisdictional Class: Mayoral appointment with Board of Trustee approval

Full Time: 40 hours per week, Monday - Friday 8am-5pm

Salary Range: \$45,000+

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for overseeing all human resources functions, and assisting the Village Treasurer, Village Clerk, and Village Manager as needed.

TYPICAL WORK ACTIVITIES:

- A. All Human Resources functions: compiles payroll data, prepares and checks payroll, prepares and submits quarterly and annual reports, submits monthly retirement reports, tracks benefit time, distributes required labor/health posting to each department site, workers compensation, and any other human resources related duties;
- B. Assists Treasurer as needed, to include preparation of annual budgets and reports, and ensures the maintenance of necessary financial control;
- C. Prepares monthly bank reconciliation;
- D. Prepares financial reports for departments as requested;
- E. Provides coverage to the front desk;
- F. Assists Clerk as needed, to include coverage of Village Board meetings, records management, and notice of defect.
- G. Assists Manager as needed, to include scheduling, project management, prepare communications, such as memos, emails, social media, reports, and other correspondence.
- H. Any other duties the Board of Trustees may assign.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- A. Associate's Degree in Accounting, Business Administration, or closely related field; and 4 years' experience in maintaining financial accounts and records;
- B. Experience/knowledge of Municipal Accounting preferred.

HOW TO APPLY:

1. Please send a resume and [application](#) with references to:

Village of Saranac Lake
Attn: Village Clerk

39 Main Street
Suite 9
Saranac Lake, NY 12983

2. Applications will be accepted until June 22, 2022.
3. The Village will contact prospective applicants to schedule interviews; please do not call the office directly.

The Village of Saranac Lake is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status.