



VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.org

*The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
NYS Climate Smart Community
NYS Clean Energy Community*

VACANCY: Village of Brockport Clerk-Treasurer

QUALIFICATIONS: Minimum of a four-year degree in Business Management or a related field or five year's experience, that includes finances, working in a municipal office. Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the village management.

GENERAL JOB DESCRIPTION: Appointed by the Village Board, this position performs a variety of administrative and specialty finance duties. The Clerk Treasurer attends monthly board meetings and is under the supervision of the Village Manager. Emphasis on treasurer related duties, which include but are not limited to:

Monthly reconciliations of Accounts Receivable, Payroll Account and Village Accounts. Working knowledge of all aspects of bi-weekly payroll using offsite vendor. Process vendor claims bi-monthly, complete abstracts for board approval, prepare invoices. Will play a key role in budget preparation beginning mid-October and annual audit reviews. Provides monthly financial reports to the Village Board and provide fiscal year reconciliations and reports.

A successful candidate will have excellent leadership and communication skills, be a team player with a commonsense approach, and have a desire to serve the public.

Full-time position with excellent benefits, NYS Retirement. Salary negotiable based on experience and education. The Village of Brockport is an equal opportunity employer.

Submit cover letter, resume and references to Manager Erica Linden at elinden@brockportny.org or mail to: Village Manager, 127 Main St., Brockport, NY 14420.

Deadline to apply: Monday, August 9th.

Mayor Margaret B. Blackman
Trustee/Deputy Mayor Annette M. Crane
Trustees Shawn Halquist, Katherine J. Kristansen, John LaPierre