

———— **HELP WANTED** ————

The Village of New Berlin is accepting applications for an immediate part-time opening for the position of
DEPUTY CLERK/TREASURER

Requirements for this position include, but are not limited to a general knowledge of office procedures, basic familiarity with the Quick Books suite of accounting tools, ability to receive and properly record/deposit payments, and the ability to interface with external banking and bookkeeping entities.

A successful candidate must be willing to enroll in Village-sponsored short-duration professional development training (in-house and on-line training) in relevant municipal management techniques and procedures. A more extensive job description is available at the village office (Open Tuesdays and Thursdays 7:30-1:00 and 1:30-4:00 PM through the month of December.)

Applications and/or resumes can be submitted in person or deposited in the Village Office drop box at 13 South Main Street, New Berlin, NY.

Due to the temporary limited staffing hours this month, vgnewberlin@stny.rr.com, please include the subject line "Deputy Clerk/Treasurer". **Applications/resumes will be accepted through December 31st 2024.**