

The Village of Oxford seeks a highly motivated individual to serve as

DEPUTY VILLAGE CLERK-TREASURER

Responsibilities encompass a diverse range of essential duties and competencies. The Deputy Village Clerk Treasurer interacts with the public, all Village departments, financial institutions, the Mayor and Trustees. This full-time position reports to the Village Clerk/Treasurer and is a training position to transition to the Village Clerk Treasurer position within one to two years.

Responsibilities:

- All municipal accounting functions;
- Prepare annual reports
- Records Management Officer
- Prepare Budget Reports and Manage all grants and reimbursements of grant funds
- Backup for the Village Clerk/Treasurer Processing for in-house Bi-weekly payroll
- Backup for the Village Clerk/Treasurer to prepare all bills for monthly Abstract/print and mail all checks

Minimum Qualifications:

- Must live within Chenango County or contiguous county
- Minimum 2 years of advanced education in accounting or related field.
- Minimum 2 years of working in municipal government or business administration
- Supervisory and interpersonal skills are essential.
- Compensation is competitive and commensurate with education and/or experience
- Hours are 8:00AM to 4:00 PM, Monday- Friday
- This full-time position includes benefits (medical, dental, vision) NYS Employee Retirement System Benefits and Paid time off. Salary range for this position is based on a combination of education and experience.

Submit a resume and letter of interest to Village Clerk/Treasurer
at Village Hall or mail to PO Box 866, Oxford, New York 13830 or
vgoxfordny@gmail.com. The Village is an Equal Opportunity Employer