

Position Announcement

The Village of New Berlin is accepting applications for the long-term (renewable after April 4, 2027) position of Village Clerk/Treasurer

This is a part-time position, generally eight hours per day, 4 days per week for a weekly total of 32 hours. The salary range is from \$24.00 to \$27.00 per hour, depending on relevant skills and experience.

This customer-focused position serves as the chief fiscal officer for the Village and performs numerous tasks associated with payroll, tax collection and water payments. The position also performs such other budgetary and clerical duties as are prescribed by the Mayor and Board of Trustees.

Typical treasurer responsibilities require a working knowledge of office procedures, a basic familiarity with office automation software to include the Quick Books suite of accounting tools, the ability to properly receive and record/deposit payments, ability to interface with external banking and bookkeeping entities: Typical clerk duties require a basic understanding of personnel processes and procedures, collection of fees, and custody/management of Village and vital records.

The Village employs a part-time Deputy Clerk who assists in the performance of these functions.

To obtain an application or request further details regarding the position, contact the Village Office at 13 South Main Street in New Berlin. (Open Monday and Friday 9:00-5:00; Tuesdays and Thursdays 8:00 AM -5:00 PM; Wednesday, by Appointment): The office is closed daily from 1:00-2:00PM for lunch.

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. Resumes may also be emailed to vgnewberlin@stny.rr.com; Please include the subject line "Clerk/Treasurer".