

Employment Opportunity

The Town of Elmira has a position open in the Clerk's Office. This position could be a full time position for the right individual or broken down to two part time positions. We are looking to fill the roles of Deputy Clerk as well as a Bookkeeper/ Payroll Clerk.

Candidate must be able to multi task and must be able to pay close attention to detail. Knowledge of excel and Microsoft a plus. Able to learn on other software programs.

Position is 8:30-4:30 Monday- Friday (no holidays)

1 hour lunch

Paid bi-weekly

Medical/Dental/vision

HSA

NYS Retirement

PTO/Sick time accruals

Deputy Clerk Position

Customers Service

Filing

Tax Collection

Other duties assigned by the Town Clerk

Bookkeeper

New Hire paperwork

RPC/Civil Service

Work with County

Work with auditors

Enter Town Clerks audit

Bank transfers

Journal entries

Worker's comp. paperwork

Other duties at the Town Clerk/ Supervisor discretion

Payroll

Collect time sheets

Balance time sheets

Enter employee's time

Federal/ State reporting