

Town of Hounsfield is seeking applicants for Clerk to Town Supervisor position. Duties include but are not limited to maintaining all financial records for the municipality. Recording all revenues, processing Accounts Payable monthly, payroll processing to include all required filings, maintaining Capital Project records. Yearly closing of accounting records, creation of municipality yearly budget, and creating/submitted year financial report to NYS Comptroller's Office. Applicants must have excellent work skills to work independently and achieve all required deadlines, excellent communication skills, excellent computer skills to include working with Excel spreadsheets. Capability to handle on the spot issues with clear and decisive knowledgeable responses.

Requirements: 4yr Degree in Accounting or equivalent work experience

Pass background check

Submit Resume with references to:

Town of Hounsfield

ATTN: Town Supervisor

18774 County Route 66

Watertown, NY 13601

Or email Resume to: townclerk@townofhounsfield.com

With 'Clerk to Town Supervisor Resume' in Subject Line.