

BOOKKEEPER NEEDED: \$20 per hour

The Town of Hermon is an equal opportunity employer looking to hire a bookkeeper. Duties include processing payroll, maintaining financial records and accounts, paying monthly bills after Board approval, reconciling bank statements, monitor for variances from the projected budget and file monthly reports (NYS Retirement, NYS I, NYS 45 and 941). Additionally, the bookkeeper will process deferred compensation payments and electronically file an EFTPS payment every pay period. Board reports and monthly financial statements will need to be prepared as well. The successful applicant will be entitled to enroll in the NYS Retirement System. Be prepared to devote 3-8 hours of time per week to this position. If interested, please submit an application and resume to: Town of Hermon, PO Box 28, 109 Church Street, Hermon NY 13652. Deadline to apply is November 28th.

Applications can be found at:

<https://stlawco.gov/sites/default/files/HumanResources/APPLICATION.pdf>