

**TOWN OF MINETTO**  
**Position Synopsis**  
**Bookkeeper/Receptionist (Part time)**

**Typical Activities (may include the following):**

- Maintain double entry bookkeeping records
- Prepare all federal, NY state and local fiscal reporting forms including, but not limited to: FICA, quarterly reports, NYSE Retirement System monthly reports, W-2, W-3, and W-4 Federal IRS forms
- Issues all checks, pays all bills and prepares all warrants for the Town
- Independently makes administrative and clerical decisions in accord with established policies and procedures
- Handles correspondence as requested
- Assists with the preparation of the Town budget
- Compiles information and prepares draft for the annual report
- Organizes files and maintains records
- Collects fees and accounts for monies received as needed
- Handles petty cash fund, documenting all transactions
- Acts as receptionist, answers the telephone and assists, interacts with internal and external customers
- Maintains time records and personnel payroll data
- Completes payroll biweekly and monthly
- Consults with local civil service agency to certify town payrolls
- Makes arithmetic computations and compiles reports and statistical reports
- Receives, sorts and distributes incoming mail
- Monitors CD's, bank accounts and checking accounts

**Preferred Experience/Requirements:**

- Training/experience with the Williamson Law Software Program or a comparable bookkeeping software
- Employee will be the subject of a criminal background investigation as they will be a bonded employee

**Salary Range/Work Week:**

- Salary commensurate with experience
- Monday – Thursday (work day hours negotiable)

**Application Submittal Deadline:**

- Hiring committee will begin reviewing applications on June 18, 2018. The process will continue until a candidate is selected.