

Candidates will be required to possess the following skills and perform the below tasks:

- Oversight of all human resource transactions for Village;
- Records Management Officer - responsible for maintenance of all Village records.
- Attendance at all Village board meetings and preparation of agendas/minutes to ensure compliance with Village Code and NYS General Municipal Law;
- Responsible for administering the process for public hearings;
- Elections Officer – responsible for conducting annual village elections for elected officials;
- Public Access Officer;
- Manages Clerk’s office daily operations;
- Liaison between the public and Board of Trustees;
- Acts as custodian of all funds, monies and securities which are the property of the Village or of its departments and oversees deposits;
- Performs general accounting duties such as maintaining general ledger, making journal entries, advising the Mayor and Village Board in regard to appropriate balances and fund transfer and reconciling bank statements and accounts;
- Administers cash flow and investments program and prepares related fiscal reports;
- Oversee tax billing and collection procedures;
- Maintains records of accounts payable and of current orders and contracts for Village departments;
- Oversees payroll procedures for Village Departments and processes payroll;
- Prepares a variety of tax, financial, and statistical reports and analyses to comply with State and Federal requirements;
- Assists with annual Village budget;
- Prepares monthly status reports for Mayor and Village Board; and
- Performs the duties of Village Clerk/Treasurer as specified by law, as well as all other duties as shall be determined by the Board of Trustees
- FOIL Officer – Overseeing and managing FOIL requests.

Candidate must have strong communication, organizational and customer friendly skills. Proficient in all Microsoft programs and familiar with social media platforms. Prior municipal experience is highly recommended.

Please contact mayorpop@manorhaven.org with resume.