

Town of Aurelius

JOB POSTING

TITLE:

Bookkeeper to Town Supervisor

JOB DESCRIPTION:

Process weekly, quarterly & annual payroll and all necessary governmental reporting and tax deposits. Civil service reporting, NYS Retirement reporting and new hire processing or set up. Process bills, pay approved bills, and ensure availability of funds for payment. Track debt obligations and due dates. Spreadsheets. Banking-prepare deposits, withdrawals and transfers for Town Supervisors signature and present to bank. Input monthly water and sewer cash receipts in accounting system. General Journal entries for monthly and quarterly water and sewer billings and adjustments. Reconcile Water/Sewer Clerk trail balances to accounting system trial balances. Track district water usage with weekly and monthly spreadsheets. Alert high usage readings. Posting monthly cash receipts and disbursements into accounting system. Reconcile bank accounts. Print and analyze financial statements and monthly closings. Track fixed assets. Governmental filings. Record retention.

MINIMUM QUALIFICATIONS:

Per Civil Service: None.

Per the Town of Aurelius: AAS in Accounting, 4-5 years full charge bookkeeping.

Note: Preference given to Municipal/Fund based accounting experience.

ADDITIONAL INFORMATION:

Part-time, 25-30 hrs. /wk.

COMPENSATION:

\$34,900/yr.

APPLICATION DEADLINE:

5/31/2021 @ 5:00PM.

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>