

**Village of Caledonia
Deputy Clerk-Treasurer
20-35 hours a week (TBD)**

Qualifications & Job Duties:

- High school graduate or equivalent with minimum 2-year clerical office experience.
- Proficiency with computers and ability to learn multiple software applications.
- Ability to perform accounting functions a must.
- Work effectively with the public & officials.
- Collection of taxes and water billing, process payroll, accounts payable and receivable, licensing, website editor, compliance training, attend meetings, assist with grants, answer phones, assist other departments Code Enforcement, Police and DPW and other various duties.

Applications are available
www.villageofcaledoniany.org or at the
Clerk's Office, 3095 Main Street, Caledonia,
NY 14423. Application/resume due by
Monday, July 15, 2024