



**TOWN OF NEVERSINK
EMPLOYMENT OPPORTUNITY
BOOKKEEPER TO SUPERVISOR/
PAYROLL/BUDGET OFFICER**

The Town of Neversink is accepting applications for Bookkeeper to Supervisor/Payroll/Budget Officer. This is a full-time position with benefits included. Salary is 50K to 60K depending on experience.

The Duties of the Bookkeeper involves working in a variety of functional areas in a municipality, including budget, accounting, auditing, and payroll functions. The incumbent will work closely with various departments and will make recommendations on the various aspects of budget and office administration. The work is under general supervision of the Town Supervisor, with considerable leeway for carrying out job responsibilities within established policies and procedures. Typical work activities will include maintaining Town Books per Double-Entry Accounting, preparing financial statements, keep ledger and journal accounts, trial balances, and reviews bank statements. Prepares monthly projection of cash needed and cash available for investments. Maintains written agreements with banks and ensure pledges of securities are maintained. Use of computer applications such as Word, Excel, Outlook, and Town Finance Program.

The duties of Payroll involve processing bi-weekly payrolls and maintain employee payroll files to ensure all necessary forms are authorized and current. Reviews payroll quarterly and annual reports, Federal and State Reports, W-2 for all employees and 1099s.

The duties of Budget Officer involve working with the municipality for the administration of the Town Budget conferring with departmental officials and employees to assist in the preparation of their budget. Prepares tentative, preliminary, and adopted Budget.

Both the Bookkeeper and Budget Officer require attending Public Hearings and Board meetings as needed.

Resume and a Letter of interest are to be received by May 31, 2024. Please either mail to: Chris Mathews, Supervisor, Town of Neversink, PO Box 307, Grahamsville, NY 12740 or email to supervisor@townofneversink.org or hand deliver to the Town Hall, 273 Main St., Grahamsville, NY 12740. Please address any questions to Supervisor Mathews at 845-985-2262 X301.