

JOB POSTING

Incorporated Village of Malverne

The Village of Malverne, Nassau County, New York (the Village) is seeking qualified candidates to serve as an Assistant to the Village Board. This is a full-time, appointed position involved in all aspects of the village administrative operations. Duties include, customer service, various accounting reconciliations and special projects as assigned. This position requires the successful candidate to work in-person at Village Hall.

Primary responsibilities

- **Receptionist** – as dictated by the front desk schedule, provide customer service, assist visitors and callers in a friendly and professional manner. Respond to residents' inquiries. This varies and may include, but not limited to, sanitation service request, processing various payments and renewal of village permits.
- **Accounting** – Under the direction of the Village Clerk, perform various reconciliations and journal entries postings, including, payroll, taxes as well as account analysis.
- **Administrative** – Assist the with mail distribution, filing and handling communications with residents.
- **Assist with special projects** - as directed

Desired Skills/Qualifications/ Education

- At least five (5) years of work experience
- High School Graduate (Required); College Graduate (Preferred)
- Working knowledge of Microsoft Word and Excel – VLOOKUP, Macros, Pivot Tables

The ideal candidate enjoys working with the public, handling multiple tasks and taking initiative, when appropriate.

Salary based on experience

Interested candidates should mail cover letter and resume to Malverne Village Hall, 99 Church Street, Malverne, NY 11565; Attn: Village Clerk or email asmith@malvernevillage.org by October 7, 2022.