



Account Clerk *Town of Bethel* Bethel, NY

Overview: Town of Bethel is seeking an **Account Clerk** (Full-Time or Part-Time) in White Lake, NY.

This position is responsible for computer work and other clerical job duties.

Must have good knowledge of the basic structure and function of town government. Clerical aptitude and computer skills using various software programs. Pay based on experience. Position maybe part-time or full-time.

Requirements:

2 years' experience

High School Diploma

NY State Driver's License

Skills required: Accounts Receivable/Payable, QuickBooks and Excel, Payroll, and Microsoft Word.

Shift and Salary: This position maybe part-time or full-time. This position is Monday-Friday, First Shift. The salary for this position will be, \$17.00 to \$18.00 hourly depending on experience. FT is salaried with benefits.

Apply: by contacting Rita Sheehan by email at bethelsupervisor@libertybiz.rr.com, by Fax at 845-583-4710, by mail at PO Box 300, White Lake, NY 12786, or in person at Town Hall, 3454 Route 55, White Lake, NY 12786. Please be sure to complete and provide an application when applying. Employment applications are available on the town website at www.townofbethelny.us under Forms/Town Clerk/Applications/Employment Application or at the Town Hall, 3454 Route 55, White Lake, NY 12786. Submit completed application and resume to: Town Supervisor, P.O. Box 300, White Lake, NY 12786.