



INC. VILLAGE OF FLORAL PARK

JOB OPPORTUNITY

The Village of Floral Park's Accounting Department is seeking candidates for the position of **Account Clerk** in accordance with civil service job specifications. Duties include accounts receivable bookkeeping and minor payroll clerical tasks.

Additional duties include assisting Deputy Treasurer in the following responsibilities:

- Receipt property tax, gross receipts, pool, and library payments.
- Post to ledger from revenue accounts and prepare summary statement of ledger balances.
- Verify balances along with prepare and send out invoices/statements.
- Filing and archiving receipt & payroll records.
- Enter new hire information into payroll system.

Candidate must have strong communication, great math skills, organizational, and customer friendly skills. Knowledge of general bookkeeping principles to routine accounting transactions & ledger accounts, proficient in Microsoft programs and experience with accounting software a plus.

Starting salary \$46,953, hours M-F 8:30-4:30pm, excellent benefits.

Employment application may be found on the village website <https://fpvillage.org/village-info/employment-opportunities/>

Please fill out and send to Village Hall, One Floral Boulevard, Floral Park, NY or email swalsh@fpvillage.org