

JOB OPENING

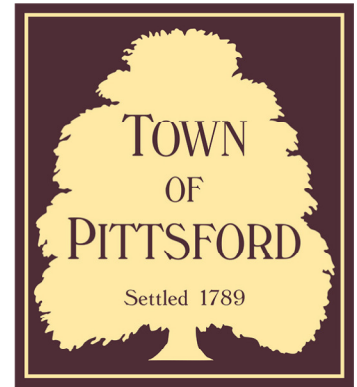
Finance Department

Position: **Finance Assistant**

(Part-Time)

Posted: April 18, 2023

Deadline: April 28, 2023



The Town of Pittsford has an opening for the position listed above.

This position reports to the Director of Finance. This is an important clerical position responsible for maintaining fiscal and accounting records including electronic spreadsheets. Typical work activities involve posting journal entries and cash receipts, entering purchase orders and vouchers for payment and distributing to proper appropriation codes; Issuing checks for payment; Mailing checks with remittance slips; Data entry; Balancing books periodically; Making arithmetical computations of bills, fees, and other charges; Updating files, records, and spreadsheets; Compiling fiscal data and assisting in preparing reports for financial, statistical, and budget purposes.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting; OR, (B) Two (2) years of paid full-time or its part-time/volunteer equivalent experience in bookkeeping, accounting, or financial record keeping involving posting and balancing of books, journals, or accounts; OR, (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Finance office hours are Monday - Friday, 8:30 am - 4:30 pm. This position works 20 hours per week. Salary is \$26.28 per hour.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org

Fax to: (585) 248-6247

For an employment application, click [HERE](#)