

Village of Sleepy Hollow



*New York
1874
More than a Legend*

Job Announcement ***Full-Time Bookkeeper, Village of Sleepy Hollow***

The Village of Sleepy Hollow is seeking a Full-Time Bookkeeper to assist in the Finance Department. The candidate will assist our busy office by receiving tax and water payments; entering Accounts Payable and Accounts Receivable; entering journal entries; assisting residents; and performing a wide variety of clerical duties. Knowledge in double-entry bookkeeping (per Civil Service) is required.

The working hours for this position are 8:30pm to 4:30pm.

The successful candidate must have at least one year of financial record keeping experience, be able to work in a busy environment and be proficient in multitasking; as well as to adapt to redirection and to communicate clearly verbally and in writing.

Salary: \$49,683.64.

Qualified candidates should send their resume with cover letter detailing experience and ability to Village Treasurer, Sara DiGiacomo, at sdigiacom@sleepyhollowny.org.

The Village of Sleepy Hollow is an Equal Opportunity Employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.