



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

|   |  |  |           |
|---|--|--|-----------|
| <b>Job Title:</b>   | Bookkeeper to the Supervisor   | <b>Job Category:</b>   | Appointed |
| <b>Department/Group:</b>  | Town Supervisor  | <b>Travel Required:</b>  | No        |
| <b>Location:</b>  | Town Hall  | <b>Position Type:</b>  | Part-Time |
| <b>Level/Starting Rate:</b>   | 2 /\$21.63/hr  |  |           |
| <b>HR Contact:</b>  | Town Supervisor  |  |           |
| <b>Will Train Applicant(s):</b>   | Yes  |  |           |
| <b>Posting URL:</b>   | <a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a> |  |           |
| <b>Applications Accepted By:</b>  |  |  |           |
| <b>Fax or E-mail:</b><br>(518)794-9694<br>townclerk@townofnewlebanon.com<br><b>Subject Line:</b> Job Application<br><b>Attention:</b> Town Supervisor   |  | <b>Mail:</b><br>NL Town Clerk<br>P.O. Box 328<br>New Lebanon, NY 12125 |           |
| <b>Job Description</b>  |  |  |           |
| <p><b>Role and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Voucher preparation as laid out by policy for Purchasing and Vouchering items</li> <li>2. HR Paperwork</li> <li>3. Notary services</li> <li>4. Letter drafting and mailing</li> <li>5. Payroll administration &amp; distribution</li> <li>6. Meeting preparation including but not limited to agenda, resolutions, supporting documentation</li> <li>7. Meeting follow up tasks</li> <li>8. Preparing &amp; tracking newsletter submissions for town &amp; county offerings</li> <li>9. Office filing &amp; organization</li> <li>10. Any duties as assigned by the Town Supervisor</li> </ol> <p><b>Qualifications and Education Requirements</b></p> <p>This position is subject to all applicable civil service rules.</p> |  |  |           |
| <b>Reviewed By:</b>   |  | <b>Date:</b>   |           |
| <b>Approved By:</b>   |  | <b>Date:</b>   |           |
| <b>Last Updated By:</b>   |  | <b>Date/Time:</b>  |           |

Adopted by the TB on 11.12.24