

Job Opening: Front Office Account Clerk

Location: City of Sherrill, 377 Sherrill Rd., Sherrill, NY 13461

Schedule: Monday – Friday, 7:30 AM – 4:00 PM

Salary: \$45,739.00 (2025)

Benefits: Health insurance, paid time off (including holidays)

As the first point of contact for customers and visitors, you will play a crucial role in creating a welcoming environment and providing excellent customer service.

Your Role:

- Manage various administrative functions and organizational tasks.
- Create a welcoming, professional environment for customers, visitors, and staff.
- Work independently while showing initiative to learn all aspects of the job

Typical Work Activities

- Greeting and welcome clients, customers, and visitors courteously and professionally.
- Answer phone calls and direct them to the appropriate staff member/department.
- Maintain office files (both digital and hard copies) and categorize incoming mail, client information files, and customer records.
- Keep accurate accounting records using spreadsheets; generate invoices and purchase orders; process accounts payables.
- Prepare reports, reconcile bank statements, and ensure financial records are up to date.
- Process payments and work with cash drawers.
- Schedule appointments, organize files, and maintain office supplies.
- Compiles and processes weekly payroll.
- Work closely with other departments.
- Issue various municipal licenses.
- Perform various other clerical duties.
- Submits monthly reports to applicable State agencies.
- Assist in preparing tax bills

Required Skills and Qualifications:

- High School diploma, with supplemental coursework in accounting.
- Minimum of one year of experience maintaining financial accounts
- Strong organizational skills, ability to prioritize tasks, and must be attentive to detail
- Customer-oriented mindset with a passion for exceptional service.
- Fluency in English.
- Intermediate knowledge of Microsoft Office (MS Word and MS Excel).

Preferred Skills and Qualifications:

- 1–2 years of experience in a similar role or other customer-facing positions.
- Proficiency in using computers and office equipment.
- Ability to multitask in a fast-paced environment.

Application Instructions:

If you are interested in this opportunity, please submit your COVER LETTER, RESUME AND 3 PROFESSIONAL REFERENCES by **Friday February 28, 2025**.

Join our team and contribute to a positive and efficient workplace!