

***Account Clerk, Part-Time***

***Town of Monroe***

The Town of Monroe is accepting applications for a part-time Account Clerk in our Finance Department. Applicants should have a strong knowledge of financial and accounting processes, experience working with Microsoft Word and Excel, as well as the ability to multi-task. Job responsibilities include but are not limited to: voucher entry, invoice and payment verification, generation of monthly departmental revenue and expense reports, employee attendance tracking and reporting and payroll entry and verification. A minimum of 1 year of experience working in the Financial/Accounting field is required.

Employment applications are available at [www.monroeny.org](http://www.monroeny.org) under Document Center, Town of Monroe Job Opportunities or may be obtained at Town Hall, located at 1465 Orange Turnpike, Monroe, NY 10950 and submitted to Jennifer Schnaars, Secretary to the Supervisor.