



Mayor: Robert Allen  
Deputy Mayor: Robert Ryan

Trustees: Deb Alter, Brett Hanselman, Doug Sauer,  
Dan Schuttig, and Megan Walraed

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***The Village of Hoosick Falls is now accepting applications for the following positions:***

**Deputy Treasurer (Full Time)**

*Applications Due by 2/7*

**Position: Deputy Treasurer**

Village of Hoosick Falls – Full time – 32.5 Hours/Week Mon-Fri

Pay Rate: negotiable (with benefits)

The Village of Hoosick Falls is seeking applicants for full-time position of Village Treasurer. This opening will create a 2<sup>nd</sup> Treasurer role in the Village of Hoosick Falls Office. All interested parties should submit an application, resume and a cover letter to the Village Office at 24 Main Street, Hoosick Falls, NY 12090, and/or may email Olivia Schneider, Village Clerk, at [clerk@hfvillage.org](mailto:clerk@hfvillage.org) by close of business **Friday, February 7<sup>th</sup>, 2025**.

**JOB DESCRIPTION:** The Village is seeking applicants to assist the current Village Treasurer and Village Office Staff with various finance-related duties. Typical activities include (but are not limited to) accounting, water and sewer billing, overseeing payroll functions, general accounting, preparing tax receipts, coordinating monthly financial information for the Village Mayor and Village Board, assisting in preparation of the annual budget and the budget process throughout the year, and assisting with overseeing all Village investments and assets.

**JOB QUALIFICATIONS/REQUIREMENTS:** Graduation from an accredited college or university with an Associate's degree in accounting and/or at least two years of work experience in bookkeeping, accounting, accounts payable or financial record keeping (which involves posting to and balancing books, journals, or accounts). Municipal accounting experience is a plus, but not necessary. Experience with financial software programs (such as QuickBooks) and Microsoft Office Suite (especially Excel) is recommended/preferred.

The Village of Hoosick Falls is an Equal Opportunity Employer.