

The Northport Village Corporation is seeking a self-motivated individual to serve as our office manager. The office location is in the Town of Northport, in the Village of Bayside.

If you are looking for flexible, year-round, part-time employment this is the job for you! A competitive rate of pay and the ability to tailor the schedule to your needs (within business requirements) is a rare opportunity.

Although Bayside is a year round community, most of our activity occurs during the summer months. The Office Manager is a **Part Time** hourly position with minimal required core hours. We do need half day coverage on Saturday or Sunday, the rest of the schedule can be very flexible. Weekly coverage averages 26 hours during the summer season (May thru September) and 12 hours during the off season.

The Office Manager serves as the primary point of contact for our utility customers, residents and visitors; s/he also manages a broad range of additional financial activities. We trust this individual to help us understand how best to accomplish this work.

Job Responsibilities

- Provide customer service to utility customers, residents and visitors to the village
- Review and release payroll weekly, distribute summary reports
- Create utility bills, process incoming payments using the CUSI accounting system
- Make bank deposits, mail payments to vendors
- Organize, code and submit invoices to our accounting firm for payment
- File and upload documents to Dropbox
- Provide administrative support to the Utilities Superintendent, Village Agent, President, Treasurer and Overseers of the NVC
- Prepare for and assist with our annual audit
- Produce the NVC annual report for our annual meeting
- And the customary "all other duties assigned"

Qualifications

- Front desk "friendliness and warmth"
- High School Diploma: some college, an undergraduate degree or equivalent experience preferred
- Strong computer skills, proficiency in Excel, Word and E-mail required
- Strong organizational skills
- Clear communication skills, strong writing skills and strong math skills are a must
- General understanding of accounting and bookkeeping would be helpful

Benefits

- In addition to a high level of flexibility in scheduling, the NVC provides 10 paid holidays per year. Any NVC employee who works on a holiday is paid time and one-half for the hours worked in addition to their holiday pay
- Competitive starting wage, negotiable based upon experience

Please submit a resume and a cover letter outlining why this position is a good fit for you, your wage requirements, and references (2 personal, 2 professional). Please e-mail these to hiring.nvc@gmail.com no later than February 8, 2019.