

The Town of Rhinebeck is accepting applications for the following two positions:

1. Payroll Clerk

10 to 12 hours per week on Mondays and Tuesdays

The position includes but is not limited to the following duties:

- \*Knowledge of processing payroll from time clock to quarterly taxes.
- \*Knowledge of Excel and Word
- \*Budget tracking and reporting
- \*Maintaining confidential personnel files
- \*Civil Service compliance paperwork

2. Bookkeeping Clerk

12 to 15 hours per week on Wednesdays, Thursdays and Fridays

The position includes but is not limited to the following duties

- \*General Office duties
- \*Compiling reports
- \*Processing purchase orders
- \*Budget tracking
- \*Prepare vouchers for payment
- \*Knowledge of Excel and Word

Hourly pay to be determined based on skills and experience