

Town of Skaneateles – Part Time Position
Bookkeeper to Supervisor

The Town of Skaneateles is accepting applications for a part time Bookkeeper to the Supervisor. This position will work with the Budget Officer in supporting the operation of that office. The candidate should have a good knowledge of accounting principles and procedures and the ability to apply such knowledge to accounting transactions. The candidate must have a working knowledge of office methods and procedures and must have computer skills. Proficiency in Microsoft Office and Excel would be valuable.

Please submit your letter of interest and resume by December 15, 2017 to:

Janet L. Aaron, Town Clerk
Town of Skaneateles
24 Jordan Street
Skaneateles, NY 13152
jaaron@townofskaneateles.com