

TOWN OF BERNE

Employment Opportunity

Business Office Manager OR Senior Account Clerk

(Competitive Class – HELP Program)

The Town of Berne is seeking a highly organized, experienced financial professional to lead and strengthen the Town's core business operations. This is a critical role responsible for financial integrity, payroll accuracy, budget coordination, purchasing oversight, and compliance reporting.

Depending on qualifications and operational needs, the Town will appoint either a **Business Office Manager** or **Senior Account Clerk** under Civil Service guidelines.

Why This Role Matters

This position supports the Town Board and department heads by ensuring:

- Accurate and timely payroll processing
- Proper maintenance and reconciliation of financial accounts
- Responsible purchasing and budget monitoring
- Compliance with state and federal reporting requirements
- Confidential and professional handling of employee and financial records

The successful candidate must demonstrate sound judgment, attention to detail, initiative, and the ability to work independently in a small municipal environment where accuracy and accountability are essential.

Appointment Structure & Compensation

The Town reserves the right to structure this position as:

Full-Time (37.5 hours/week)

\$50,000 – \$78,000 annually, depending on qualifications and job description being filled

OR

Part-Time Position(s)

Hourly rate commensurate with experience

Hours determined based on operational needs

Final structure will be based on candidate qualifications and organizational requirements.

Business Office Manager

Minimum qualifications (as established by Albany County Civil Service):

EITHER:

- Bachelor's degree in Business Administration, Accounting, or closely related field AND three (3) years of experience including accounts payable/receivable or payroll processing; OR
- Associate's degree AND five (5) years of qualifying experience; OR
- High school diploma (or equivalent) AND eight (8) years of qualifying experience.

This title involves administrative responsibility for financial accounts, payroll oversight, purchasing, benefits coordination, and budget support.

Senior Account Clerk

Minimum qualifications (as established by Albany County Civil Service):

EITHER:

- Associate's degree in Accounting, Business Administration, or Business Management AND one (1) year of experience maintaining financial accounts; OR
- High school diploma (or equivalent) AND three (3) years of experience maintaining financial accounts.

This title involves independent financial recordkeeping, reconciliation, payroll processing, reporting, and fiscal support functions.

Additional Information

- This is a HELP Program designated position; no examination is required at this time.
- Background check may be conducted.
- Appointment is subject to Civil Service Law and Town policies.
- Ability to perform essential job functions with or without reasonable accommodation is required.

How to Apply

Submit cover letter and resume to:

Town of Berne

clerk@berneny.gov or PO Box 57 Berne NY 12023

Applications will be accepted until the position is filled.

Equal Employment Opportunity

The Town of Berne is an Equal Opportunity Employer and does not discriminate on the basis of any protected classification under federal or New York State law.