

INC. VILLAGE OF NORTHPORT

**Position Available**

Part Time Administrative Assistant in the Treasurer Department

17 ½ hours a week

Experience with payroll (ADP preferred), proficiency in Microsoft Excel required, basic understanding of accounting procedures

Candidate needs to be detailed oriented, have excellent basic arithmetic skills

Please submit your resume on the Village's website @ northportny.gov

or email to [treasdept@northportny.gov](mailto:treasdept@northportny.gov)

Salary range - \$25 - \$30 an hour

commensurate with experience