

Job Opening

Date: 05-01-2024

Position Open: Town Treasurer

The Town of Dinosaur is searching for a Full-Time Treasurer/ Bookkeeper.

The Treasurer is responsible for: Recording day to day financial transactions and completing the posting process. Make journal entries and adjustment entries (General Ledger-Caselle System). Reconcile accounts. Verify source documents such as invoices and receipts. Scan all invoices/receipts into Treasurer file. Manage accounts payable document coordination and coding with authorized Town staff. Posting information to accounting software (Caselle) for payment of authorized invoices. Process accounts payable checks. Assist with Payroll as needed. Assist Town Clerk as needed, to include but not limited to: customer service, utility billing and payments, licensing, etc..

Education: High School Diploma or GED

Preferred Experience: Prior bookkeeping experience. Experience with Microsoft programs, email, apps, etc. Knowledge of Caselle accounting software.

Salary range DOQ. Benefits include health, dental, vision Retirement Plan , sick and vacation

Education Level: High school education or GED required

Experience Level: Entry Level

We are an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.