

## **Village Treasurer or Clerk Position**

The Village of Oblong seeks a qualified and highly motivated person to fill one position for either Village Treasurer or Clerk. Position would be 30 hours per week and hours can be flexible with a full benefits package. The ideal candidate must possess high ethical standards, be an effective communicator, and have a strong attention to detail and accuracy. This position works under the direction of the Village Board. Duties for Treasurer include managing all the day to day operations of the finance department which also includes cash receipts, bank reconciliations, investments, assisting with audit and budget preparations. Duties for the Clerk include maintaining records, overseeing ordinances, documents, records, accounts payable, payroll, employee benefits, and contracts for the village.

### **Required Knowledge, Abilities, and Skills**

Knowledge of governmental fund accounting and practices highly desired

Strong organizational skills, the ability to work independently and prioritize tasks to meet deadline proficiency using spreadsheets and other financial software tools and the ability to communicate effectively and concisely, both orally and in writing. Skilled in operating a personal computer, including an understanding of Microsoft Office- Word, Excel, and Outlook.

### **Qualifications**

Accounting or payroll experience preferred but not required.

Submit resume in sealed envelope to Village Office by February 12th.