

TOWN OF JACKMAN JOB POSTING TOWN TREASURER

The Town of Jackman is seeking a qualified individual for the position of Treasurer. This position requires strong organizational skills and attention to detail. This position is responsible for the town bookkeeping/accounting services including accounts payable, payroll, general ledger, reconciling daily cash receipts, preparing bank deposits, banking, reconciliation of bank accounts, data entry and preparation of disbursement warrants. This position oversees multiple bank accounts, invests monies according to federal guidelines, oversees grant project financials and assists the Town Manager in preparation of the annual Town Budget and Town Report. The candidate is also responsible for financial reporting, preparing financial reports for audit and assisting vendors and customers with various transactions. They also work closely with other town officials and department heads, State and local organizations and the public. The work is performed under the supervision of the Town Manager.

The successful candidate must be bondable and must pass a background check.

This is a full-time position with benefits, including health insurance, sick and vacation leave. Compensation is negotiable based on experience and qualifications. (\$18.00 - \$20.00/hr.) On-the-job training may be available based on start date.

To apply, please submit an application, cover letter, resume and three letters of reference to: Town Manager – 369 Main Street Jackman, ME 04945 or at kirstie.hale@jackmanme.net . Applications and a full job description can be found on our website: www.jackmanme.net or by calling 207-668-2111. Applications will be accepted until this position is filled.

The Town of Jackman is an Equal Opportunity Employer.