**CORPORATE TOWN OF ELLETTSVILLE**

Job posted: 5-20-2022

**TOWN OF ELLETTSVILLE**

**JOB OPPORTUNITY NOTICE**

**RFT Deputy Clerk Treasurer, a political appointive position of the Clerk Treasurer**

**POSITION DESCRIPTION**

Perform duties of Clerk-Treasurer in her/his absence. Responsible for assisting Clerk-Treasurer in financial matters, payroll, recording keeping and customer service. Maintain frequent contact with co-workers, other Town departments, County/State/Federal agencies and boards, and the public for the purpose of exchanging/explaining information and rendering service.

**EDUCATION**

High school diploma. Associates degree in bookkeeping/accounting preferred or equivalent combination of experience and training which provides the required knowledge, skills and abilities related to government accounting. Ability to interpret Department policies, procedures and software, including word processing, spreadsheet and email.

**EXPERIENCE**

Practical knowledge of financial and tax laws/regulations, standard bookkeeping principles and procedures, with the ability to compute/calculate, such as payroll taxes and maintain accurate records as required.

**TRAINING/SPECIAL SKILLS**

Ability to understand and follow written and oral communications. Ability to deal with subordinates and general public in a courteous, tactful manner. Ability to maintain accurate records and daily reports. Thorough knowledge of related bookkeeping and accounting practices, including State Board of Accounts rules and regulations

**PHYSICAL EFFORT AND WORK ENVIROMENT**

Perform duties in a standard office environment, involving sitting/standing/walking, lifting/carrying object weighing less than 25 pounds, close vision, hearing sounds/communication, keyboarding and grasping small objects. May occasionally work extended or evening hours and travel out of town, sometimes overnight.

**LICENSE/CERTIFICATION**

Driver’s license

**HOURS**

Monday through Friday 7:30 a.m. to 4:00 p.m. Overtime as needed.

**SALARY**

Negotiable per experience.

ANY PERSON WISHING TO APPLY FOR THIS POSITION MAY DO SO AT THE CLERK TREASURER’S OFFICE, 1150 W. GUY MCCOWN DRIVE, ELLETTSVILLE IN., ON OR BEFORE JUNE 15, 2022, BY 4:00 P.M.

**AN EQUAL OPPORTUNITY EMPLOYER**

The Town of Ellettsville does not discriminate on the basis of race, color, sex, ancestry, marital status, sexual orientation, national origin, religion, age, and handicapped status in employment or the provision of services.