

NOTICE OF JOB OPENING

Village Treasurer: The Village of Duncan is currently offering a part-time position for Village Treasurer. Total hours are dependent on speed and efficiency of your capabilities. Approximately 2-10hrs per week. Ability to work from home with a Village laptop and access to office desktop software. Pay range: \$15-30/hr dependent on experience, knowledge and efficiency. Accounting degree is preferred but not mandatory.

TREASURER DUTIES:

- *Attend and Report to Village Board at
- *Monthly Meeting (2nd Monday of each month 7pm)
- *Quickbooks Efficient – account receivable and accounts payable; general ledger for all accounts
- *Monthly Recap and Bills for Approval
- *Report of Accounts
- *Report of Debt Service
- *Annual Income/Expense Report
- *Accounts Receivable
- *Accounts Payable
- *Budget Prep (work with Accounting Firm) and Reporting
- *Audit Prep
- *Insurance Audit
- *Banking – Deposits-Transfers-Wires-
- *Reconciliation-Online Banking
- *Payroll – Monthly; Biweekly
- *Attend Annual Conference
- *Income and Sales Tax Reporting
- *Quarterly Payroll Tax
- *End of Year Tax Records & W-2's

A thorough knowledge of the laws and regulations governing municipal procedures, practices and programs; thorough knowledge of common procedures and practices; ability to communicate effectively with Village personnel and the general public, both orally and in writing; ability to set and meet goals; well-organized and self-motivated; resourceful; sound judgement; integrity; discretion; tact; courteous. Strong computer knowledge; word, excel and accounting software (Quickbooks) are necessary.

PLEASE APPLY ON INDEED OR PRINT APPLICATION ON OUR WEBSITE

www.villageofduncan.com OR REQUEST ONE FROM OFFICE

Village of Duncan
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Duncan, NE. 68634

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www.villageofduncan.com