

Village Treasurer Position Open

The Village is seeking a detail-oriented Treasurer. The ideal candidate should have experience handling money, good written skills, communication skills, excellent skills with detail and accuracy. They will need to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, elected officials, and other employees. They will need to be able to manage multiple items at the same time, prioritize tasks; and meet recurring and periodic time constraints; must be able to maintain confidentiality.

Duties:

- Assists with daily written correspondence.
- Keep an account of all receipts and expenditures.
- Collects and keeps an account of all taxes and money appropriations, keeping a separate account of each fund.
- Performs duties to taxes and assessments.
- Makes periodic reports to the clerk and council as required.
- Answering phone calls and office management
- Taking payments

A background in accounting and BSA is preferred. An applicant must be a resident of the Village of Parma and in good standing. This is a part time position with Monday to Wednesday hours.

Please drop off your resume to the Village office or email it to parmavillage@villageofparma.org

Posting will be taken down on June 11th 2024.