

JOB OPPORTUNITY – CITY OF COLUMBUS

POSTING TITLE:

APPLICATION DEADLINE: 02/18/2019

CITY OF COLUMBUS - Deputy Treasurer
105 N. Dickason Blvd.
Columbus, WI 53925

DESCRIPTION:

The City of Columbus, pop. 5127, is looking for a full-time Deputy Treasurer. This position serves as the first contact for the public at City Hall or talk to when they call City Hall, so we are seeking an individual with excellent interpersonal skills and a warm welcoming demeanor. Along with serving as the main/initial contact for the City Hall offices, this position is also responsible for a variety of routine and complex accounting work associated with the Treasurer's office. Duties include are not be limited to: accounts payable, invoicing/accounts receivable, receipting of daily activity, and preparation of bank deposits, tax collections, dog licensing and reconciling various ledger accounts on a regular basis. Familiarity with the Clarity/Caselle software system is beneficial and highly desired but not required. Interested individuals should have an Associate degree in accounting or finance or a combination of at least 2 years of advanced accounting or bookkeeping experience and education. Hours: 8:00 to 4:30 p.m. Monday through Friday. Interested parties may email their information to kmanley@columbuswi.us or mail it to the address listed above – Attn: Kim Manley, Finance Director. Deadline is February 18, 2019 at 4:30 p.m.

Compensation: Starting at \$17.70 per hour/DOQ

Equal Opportunity Employer.