

JOB OPENING

Employer: City of Dillon

Job Title: City Treasurer

Hourly rate: \$22.00 per hour - approximately 20 hours/week

Location: Dillon, MT

Benefits Package Available: health insurance, vacation and sick pay, and PERS retirement

Description

This employee performs a variety of routine and complex clerical, accounting, finance and administrative tasks in administering the treasury function of the city including monthly bank reconciliation and investing in various banks.

Required Education and/or Experience

- 1) This employee is required to have the following minimum qualifications:
- 2) Graduate of an accredited high school or GED equivalent with specialized coursework in accounting, investments, finance, general office practices, or data processing.
- 3) Five (5) years of increasingly responsible related experience; or any equivalent combination of education and experience in the accounting or financial fields.
- 4) Working knowledge of computers and electronic data processing; Considerable knowledge of investment of public funds; Corporate and Public Finance; Working knowledge of governmental accounting principles and practices.

Preference will be given to applicants that have been honorably discharged from a military branch of the United States Government. A DD214 could be required for the preference.

The City Of Dillon Application is available on-line as well as a full position description. The City website is located at www.dillonmt.org. Applications will be accepted through 6/21/2019 and can be mailed or returned in person to 125 North Idaho St, Dillon, MT 59725.

The City of Dillon is an equal opportunity employer.