

<b>Mayfield Town</b> <i>"Our Heritage Our Future"</i> <b>Settled 1871</b>	<b>Job Announcement</b>
Job Title: Treasurer	FLSA Status: Non-exempt
Reports to: Mayor & Council	Status: Part-time
Department: Administration	Salary: \$15.00/hr
Opening Date: 09/21/2021	Closing Date: 10/05/2021

**Mayfield Town is accepting applications for a permanent part-time Treasurer.**

Mayfield Town is currently seeking a Part-time Treasurer working 10-15 hours per week. Applicant will perform a variety of advanced and complex clerical duties related to the collection, disposition, investment, and accounting of town funds. He/She will also record, update, and maintain Town utility accounts.

**Minimum Qualifications:**

**1. Education and Experience:**

- Graduation from high school with course work in Bookkeeping and Accounting,
- Two (2) years of experience in bookkeeping or accounting,
- or an equivalent combination of education and experience.

**2. Required knowledge, skills and abilities:**

- Working knowledge of general office practices - recording and filing procedures, utility billing procedures, word processing, operation of standard office equipment; basic mathematics; and interpersonal communication skills, telephone etiquette and basic public relations.
- Ability to communicate effectively, verbally and in writing; ability to communicate effectively with angry customers; ability to perform basic mathematical calculations; and the ability to develop effective working relationships with supervisors, fellow employees, and the public.
- Attend and take minutes at Town meetings as needed.

**3. Applicants must be able to pass a BCI Background Check.**

Preference will be given to those applicants with a Bachelor or Associate degree in accounting, business, or finance and those applicants that have experience with Pelorus Accounting Systems or other Accounting applications.

**Position Type/Expected Hours of Work:**

This is a part-time position. Regularly scheduled days and hours of work vary totaling between 10 and 15 regular hours per week. Additional hours of work can be expected from time to time outside of the regularly scheduled working hours. Expected to participate in on-call status.

**AAP/EEO Statement:**

Mayfield Town is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Application & Contact Info:**

You can pick up an application at the Mayfield Town Hall Monday-Thursday from 8:30 a.m. to 4:00 p.m. or online at [www.mayfieldtown.org](http://www.mayfieldtown.org) , email [mayfieldtownutah@gmail.com](mailto:mayfieldtownutah@gmail.com) or call Amanda @ 435-528-5061. Applications with an accompanying resume must be received by the closing date of Tuesday, October 10, 2021 at 5 pm.

/s/ Amanda Bennett, Clerk/Recorder  
Mayfield Town