

<i>Mayfield Town</i> <i>“Our Heritage Our Future”</i> <i>Settled 1871</i>	Job Announcement
Job Title: Treasurer	FLSA Status: Non-exempt
Reports to: Mayor & Clerk	Status: Part-time
Department: Administration	Salary: \$15-\$20/hr. Depending on Experience
Opening Date: March 27, 2023	Closing Date: April 10, 2023 4:00 PM

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

Applicant will perform a variety of advanced and complex clerical duties related to the collection, disposition, investment, and accounting of town funds. Applicant will also record, update, and maintain Town utility accounts and attend meetings to take minutes on occasion.

Minimum Qualifications, Education and Experience:

- High school diploma with course work in bookkeeping and accounting
- Minimum 2 years of experience in bookkeeping or accounting
- Or an equivalent combination of education and experience
- Basic computer knowledge

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.

Preference will be given to those applicants with experience in accounting, business, or finance and those applicants that have experience with Pelorus Accounting Systems or other accounting software.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Attendance/Punctuality: is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Communication: speaks clearly in positive or negative situations; listens without interrupting and asks questions to get clarification.
- Professionalism: approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- Safety and Security: observes safety and security procedures at all times; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Team Work: balances individual and team responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- Dependability: follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate people with an alternate plan.
- Quality: demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Position Type/Expected Hours of Work:

This is a permanent part-time position with limited paid time off. Regularly scheduled days and hours of work are Monday-Thursday totaling 15 regular hours per week. Additional hours of work can be expected from time to time outside of the regularly scheduled working hours.

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.

Suspension of Process Etc.

The Town reserves the right to reject any and all applicants; to waive any requirement set forth in this Announcement; and to hire anyone deemed to be in the Town's best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant's sole risk and expense. Although the Town anticipates hiring one of the applicants responding to this Announcement, there is no guarantee that any responding applicant will be hired.

Application & Contact Info:

You can pick up an application at the Mayfield Town Hall Monday-Thursday from 9:00 a.m. to 4:00 p.m. or online at www.mayfieldtown.org

Posted this 27th day of March, 2023.

/s/ Amanda Bennett, Clerk/Recorder

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