

JOB POSTING

TOWN OF HOLLY, COLORADO

Deputy Municipal Clerk/Treasurer

The Town of Holly has an immediate vacancy to fill for Deputy Municipal Clerk/Treasurer. This position is part-time permanent at 20 regularly scheduled hours per week. In the Clerk's absence, the position will become full-time temporary at the same rate of pay. Periodically, the Deputy Clerk/Treasurer's work load requires attendance at the work place beyond the 20 regularly scheduled hours per week. The Deputy Municipal Clerk/Treasurer will be cross-trained to all duties and responsibilities of the Clerk/Treasurer.

Successful candidate will possess experience in the following:

- Accounting and General Bookkeeping
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Payroll a plus, not required
- Utility Billing a plus, not required
- Attention to detail and accuracy

Candidates will submit the following required documents to the Town of Holly for review:

- Town of Holly Application with Resume and Cover Letter

Application and Job Description available at Town Hall or downloaded at www.townofholly.com
Please submit to the Town Clerk at Town Hall, 100 Tony Garcia Drive, or mail to Town of Holly, PO Box 458, Holly, CO 81047. No facsimile information will be accepted. Inexperienced applicants need not apply. Position open until filled.