



Payson City Job Announcement

City Treasurer – Part-Time (No Benefits)

Opening Date: May 31, 2018

Closing Date: June 17, 2018

DUTIES: An appointed position under the general supervision and direction of the Finance Director/City Recorder. The City Treasurer is responsible for the custody and safekeeping of all City funds, monitoring the receipt and disbursement of city money; maintaining internal controls and providing necessary financial records, reports and statements to appropriate local, state and federal offices.

QUALIFICATIONS: Education: Bachelor's with emphasis in accounting, bookkeeping, finance and investments or closely related field. Experience: Three (3) years relevant accounting or analytical experience including cash handling; preferably with government organization. Special Requirements: Must be bondable in the amount set by the Utah State Money Management Council for Public Treasurer; must have a valid Utah Driver's License. Certified Municipal Treasurer preferred. Bilingual preferred.

SALARY: \$22.95 to \$34.43 per hour depending on qualifications.

SCHEDULE: 20 hours per week. M-TH. Some evenings and weekends may occasionally be required to assist with special events or to attend City Council Meetings, etc.

APPLICATIONS: Those interested in applying should go to <https://paysonut.applicantpro.com/jobs/> to apply.

QUESTIONS: If you have additional questions, please contact the Human Resources Office at 801-465-5202.

PAYSON CITY IS AN EQUAL OPPORTUNITY EMPLOYER