

FULL TIME EMPLOYMENT WITH BENEFITS TOWN OF WISE

The Town of Wise is accepting applications for the position of **Assistant Clerk/Treasurer**. This is a non-exempt, full-time hourly position in the department of the Town Treasurer.

This position is responsible for administrative/clerical duties in maintaining all computer operations, data processing financial reporting and recordkeeping for the town. Assists the Treasurer in all departmental activities and other functions as assigned by the Treasurer.

Duties Include (but are not limited to): Responsible for balancing at least six (6) different bank accounts on a monthly basis; verifying and updating all cash register reports; performing payroll, accounts payable, utilities and general ledger operations on the IBM AS400 System. Must handle confidential information, exercise independent judgment, maintain attention to detail, and make logical, analytical decisions with minimal supervision. Perform other duties as assigned by the Treasurer.

Qualifications: Minimum of a Bachelors Degree in accounting and/or finance with at least three (3) years experience in an accounting related field. Significant experience in data entry, accounting and bookkeeping using automated systems, preferably in a Virginia local government setting along with a working knowledge of Microsoft Word and Excel. Knowledge of modern business management practices and public sector experience in wage and benefits administration required. A valid drivers license is also required.

Must be able to attend nightly Council meetings on a monthly basis and record minutes of meetings in the Treasurer's absence or as needed.

Prefer municipal government experience and the IBM AS400 System and other general office machines.

Apply online at www.townofwise.net. Paper applications will not be accepted. Applications accepted until position is filled.

Authorized by: Sarina Collins, Treasurer
The Town of Wise is an Equal Opportunity Provider and Employer