

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 is a full time, salaried position with benefits. Salary requirements will be considered individually. 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

Spanish bi-lingual highly preferred

High School Diploma or High School Equivalency Certificate supplemented by completion of at least sixty (60) semester credit hours from an accredited college or university. Experience may be found to be commensurate with required education levels in the following manner: one year of experience to equal thirty (30) credit hours from an accredited college or university. Degree preferred. 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. Position open until filled.