

VILLAGE OF WOODMERE P/T TREASURER OPENING

The Village of Woodmere is seeking a qualified individual for the position of Treasurer. The Treasurer is a part-time position appointed by the Council and may be removed by affirmative vote of five Council members. The Treasurer is responsible for managing and accounting for all finances of the Village, meeting with the Mayor and department heads to prepare the annual budget, approving all purchase orders and spending, attending Council meetings and Council Finance Committee meetings, and providing monthly reports to Council. The preferred candidate is a Certified Public Accountant (CPA) with prior municipal experience or Certified Government Financial Manager (CGFM) and the ability to handle payroll and benefits. The Village uses the Uniform Accounting Network (UAN) created by the Auditor of State's office therefore experience with UAN is desired. Interested individuals should apply by sending a cover letter and resume by email to the Clerk of Council, Sheryl Blakemore, at sacb11@sbcglobal.net. Applications will be accepted until the position is filled. The Village of Woodmere is an equal opportunity employer.