

# **Village of Hopewell**

## **Treasurer**

The Village of Hopewell is looking for a part-time Treasurer. The ideal candidate should have a background in Excel and accounting and be willing to become part of our dedicated team of volunteers that work together to make our community thrive. The Village Treasurer is hired with no set end date. Compensation is set at \$300 per month per Village Code. Job requires approximately 8-10 hours per week.

### **Qualifications**

Minimum of 1-2 years in accounting, budget development and management, accounts payable, and accounts receivable. Strong working knowledge of Microsoft Excel. High School diploma or equivalent preferred.

With the Treasurer being the custodian of all Village funds, an ideal candidate should possess a high level of integrity, the ability to multi-task, be organized, and have a keen eye for detail.

### **Core Responsibilities**

- Attend monthly meetings when official Village business is conducted.
- Receive, process and forward correspondence pertaining to Village finances to appropriate officers and/or employees.
- Process (receiving, recording, depositing income, issuing payments) for all funds received and dispersed by the Village.
- Ensure all bank accounts are balanced on a monthly basis.
- Prepare monthly financial reports.
- Maintain all records in compliance with applicable state and federal tax regulations.
- Properly secures all financial and confidential information.
- Work in partnership with an outside accounting firm in preparing and completing a yearly audit.
- File all necessary documents with local and state government officials.
- Maintain an annual budget platform with quarterly reviews.
- Handle all aspects of payroll for village employees.