

Job Posting: Treasurer (Part-Time)

Location: Town of Levan

Schedule: Part-time, approx. 20 hours per week, with occasional evening or weekend work for meetings and events

Position Overview

Are you passionate about financial management and community service? We are seeking a detail-oriented and customer-focused Treasurer to join our team. In this vital role, you will oversee the financial operations of our office, ensure compliance with state and federal regulations, and provide exceptional service to our community.

Key Responsibilities

- **Customer Service:**
 - Respond to inquiries at the office window and by phone
 - Process payments and assist with new customer account setup
- **Utility Management:**
 - Prepare and distribute monthly utility bills
 - Record and reconcile payments
 - Coordinate with assistance programs
- **Financial Operations:**
 - Prepare and deposit funds regularly
 - Manage accounts payable and biweekly payroll
 - Complete payroll-related reports and maintain employee records
 - Prepare income tax forms (W-2s, 1099s)
- **Compliance & Reporting:**
 - Submit quarterly, semi-annual, and annual financial reports
 - Prepare transparency and money management reports
 - Handle tax filings and maintain accurate records
- **Grants Administration:**
 - Assist with surveys, grant writing, and applications
 - Attend grant meetings and training
 - Track grant-related spending and reporting
- **Office & Administrative Support:**
 - Conduct staff meetings and assist with office procedures
 - Schedule assignments and manage reservations
 - Update fee schedules and contact information
 - Support town meetings, website updates, and social media
- **Additional Duties:**
 - Maintain cemetery records and burial plot deeds
 - Support annual audit and budget preparation
 - Train Deputy Treasurer and attend regular training sessions
 - Perform other duties as assigned

Qualifications

- Strong knowledge of accounting principles and financial reporting
- Proficiency in office software and financial management systems
- Excellent organizational and communication skills
- Ability to manage multiple priorities and meet deadlines
- Familiarity with state and federal compliance requirements
- Must be able to pass background check and drug testing

Schedule and Compensation

- Status: Part-Time
- Wage: Negotiable based on experience and qualifications
- Schedule: Monday–Thursday
- Location: Levan Town, Utah, United States

How to Apply

Pick up an application at the office or email Levan Town at: office@levantown.com