

The city of Wellington is looking to fill the open position of Treasurer. We are looking for a trustworthy, independent and detail-oriented individual. Previous bookkeeping experience would be a plus but not required. The primary responsibility for this position is bank account management and working with third party bookkeeping contractors for the city. This position would require roughly 3 to 5 hours per week and attendance at the monthly commissioners meeting.

Responsibilities:

- Paying invoices; electronically and manual checks
- Coordinating material for bi-annual audit.
- Preparing annual reports to local government agencies.
- Assisting the PVA with property tax preparations
- Communicating with inquiring mortgage companies regarding property tax rates.

This position receives quarterly compensation.

If interested please email mayor@cityofwellingtonky.com or call 502-494-1716.