

Village of Ashmore

10 W Ashmore St
PO Box 99
Ashmore, IL 61912
217-349-8332
clerk@ashmore.gov



Job Title: Part-Time Treasurer

Location: Village of Ashmore

Hours: 6-20 hours per week (varies depending on workload)

The Village of Ashmore is seeking a qualified and motivated individual to fill the role of Part-Time Treasurer. This appointed position is essential to managing the Village's financial operations and ensuring compliance with all applicable regulations.

Key Responsibilities

- **Financial Management:** Allocation and processing of revenues and expenses; Oversee fund management, maintaining the general ledger and ensuring proper allocation and reporting; Set and monitor the annual budget.
- **Payroll & Tax Administration:** Process payroll, taxes, and employee benefits; Prepare W-2 and 1099 forms.
- **Reporting & Compliance:** Provide financial documentation to the Village's auditing firm as required; File various periodic financial reports in compliance with laws and regulations; Generate and present monthly financial statements to the Mayor and Board of Trustees.
- **Meeting Attendance:** Attend monthly board meetings on the 4th Tuesday of each month to present financial updates and address inquiries.
- **Additional Duties:** Perform other finance-related or occasional non-financial tasks as needed.

Qualifications

- **Education/Experience:** Proficiency in basic accounting principles is required; Experience with payroll processing is a plus.
- **Skills:** Strong computer proficiency, including familiarity with accounting software and spreadsheet tools; Excellent organizational and time management skills to accommodate varying workloads.
- **Professional Attributes:** Team-oriented, professional demeanor with strong interpersonal skills; Flexibility to complete occasional non-financial tasks as required.
- **Other Requirements:** Must be bondable; Not required to be an Ashmore resident.

Position Details

This is a part-time position with hours varying between 6-20 hours per week, depending on the workload. The Treasurer is appointed annually by the Mayor and reports directly to him but works closely with the Village Clerk to ensure smooth financial operations. Attendance at the monthly board meetings is mandatory.

If you are a detail-oriented professional with a passion for public service and strong accounting skills, we encourage you to apply.

To Apply:

Please submit an application and your resume to:

10 W Ashmore St, or

PO Box 99 - Ashmore, IL 61912, or

clerk@ashmore.gov.

Applications will be reviewed on a rolling basis until the position is filled.

The Village of Ashmore is an equal opportunity employer.