

Job Advertisement

Position: City Deputy Treasurer

CITY OF FREEPORT Population 636

IMMEDIATE OPENING-Up to 32 hours/week. Hours will be during normal working hours.

Specific hours will be determined during hiring.

Responsible for performing all financial duties of the City including financial management and budgeting, accounts receivable, accounts payable, payroll, general ledger, and account and fund reconciliation.

Attends and participates at all City Council meetings and other meetings with official bodies as directed by City Clerk-Treasurer.

Reports to and works collaboratively with City Clerk-Treasurer.

College degree in accounting, finance required. Prior experience in municipal accounting and finance preferred. Must have experience using Microsoft Office, computer systems, and software applications. Oral and written communication abilities.

Hiring Range: (\$15-\$17) depending on experience

Complete job description may be view on city website www.freeportmn.org

Download application from city website: www.freeportmn.org

Send all information: resume/cover letter and completed application electronically to Adrianna Hennen at Adrianna@freeportmn.org