

TOWN OF NEW MARLBOROUGH
TOWN TREASURER

The Town of New Marlborough, acting through its Board of Selectmen, is seeking a qualified Part-Time Town Treasurer (approximately 18 hours/week). Position requires Monday payroll processing. Hourly rate shall be commensurate with relevant experience and skill levels. Duties include receipt, expenditure, and custody of all municipal funds, payroll reconciliations, administration of employee benefits and withholdings, processing accounts payable checks, cash management, debt service management, managing tax title accounts and preparing internal and external reports as required. Position requires strong bookkeeping skills with a thorough understanding of financial control processes and structures. Municipal experience preferred. Applicant must be bondable. Send cover letter and resume by May 26, 2020 to: Board of Selectmen, PO Box 99, Mill River, MA 01244 or nmbos@newmarlboroughma.gov. The position will remain open until filled. EEO/AA