

**CORPORATE TOWN OF ELLETTSVILLE**

Job posted: 2/20/2024

**TOWN OF ELLETTSVILLE  
JOB OPPORTUNITY NOTICE**

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**RFT Deputy Clerk Treasurer, an appointed position of the Clerk Treasurer**

**POSITION DESCRIPTION**

Perform duties of Clerk-Treasurer in her absence. Fast paced environment responsible for payroll, employee taxes, insurances, recording keeping and CDL/driver's records. Maintain service records including reconciling benefit time, calculating deductions and paying insurance premiums & payroll claims, onboarding of employees and other Town Boards and Commissions.

**EDUCATION**

High school diploma. Associates degree in bookkeeping/accounting preferred or equivalent combination of experience and training which provides the required knowledge, skills and abilities related to government accounting. Ability to interpret department policies, procedures accounting software and maintaining spreadsheets and email.

**EXPERIENCE**

Practical knowledge of financial and tax laws/regulations, standard bookkeeping principles and procedures, with the ability to compute/calculate, such as payroll taxes and maintain accurate records as required. Municipal HR experience preferred. Meaningful relevant training or government work experience required.

**PHYSICAL EFFORT AND WORK ENVIROMENT**

Perform duties in a standard office environment, involving sitting/standing/walking, and lifting/carrying objects weighing less than 25 pounds. May occasionally have work extended or evening hours and travel out of town for conferences which will include overnight travel.

**LICENSE/CERTIFICATION**

Driver's license

**HOURS**

Monday through Friday 7:30 a.m. to 4:00 p.m. Overtime as needed.

**SALARY**

salary range \$59,667.06-\$61,667.61 plus full benefits

**BENEFITS**

We offer an excellent benefits package to regular full-time employees including health care, dental, vision, retirement (INPRS), deferred compensation plans, longevity, life insurance, short & long-term disability, holidays, personal & sick time off.

ANY PERSON WISHING TO APPLY FOR THIS POSITION MAY DO SO AT THE CLERK TREASURER'S OFFICE, 1150 W. GUY MCCOWN DRIVE, ELLETTSVILLE IN., ON OR BEFORE MARCH 8TH, 2024, BY 4:00 P.M.

**AN EQUAL OPPORTUNITY EMPLOYER**

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The Town of Ellettsville does not discriminate on the basis of race, color, sex, ancestry, marital status, sexual orientation, national origin, religion, age, and handicapped status in employment or the provision of services.