

TOWN OF JAMAICA

The Town of Jamaica is looking for an organized and motivated candidate to serve as its Town Treasurer and Delinquent Tax Collector.

The treasurer is responsible for keeping the town's funds, including receipt, investment, and disbursement; keeping a record of taxes voted, billed, and collected; collecting other funds receivable by the town, and paying orders drawn on town accounts. The treasurer additionally serves as the delinquent tax collector and the Assistant Town Clerk as needed.

A bachelor's degree in accounting, public administration, or similarly applicable discipline is preferred (although not required), or a course of study in equivalent subjects. At least three years' experience in the area of accounting including experience managing payroll, employee benefits, and accounts payable and receivable is desirable.

A detailed job description is provided on the town website. The position is a 32 hour (4 days in office) per week position and includes benefits. Salary is commensurate with education, experience, and the ability to carry out assigned work.

To apply please submit a cover letter and resume including contact information for three professional references via email to townclerk@jamaicavermont.org or mailed to Town Clerk, PO Box 173, Jamaica, Vermont 05343. Questions can be directed to the town clerk at (802) 874-4681.