

JOB OPENING

OPEN UNTIL FILLED

City Treasurer

Wage: DOE

Hours: Full Time, 40 hours per week

Location: Pelican City Hall, must be on- site

Duties Include, but are not limited to the following:

- Be responsible for all accounts receivable
- Be responsible for Pelican Fuels
- The Treasurer will be the custodian for all City Funds
- Be responsible for all matters pertaining to the maintenance of all accounts of the City

FOR A FULL LIST OF DUTIES AND RESPONSIBILITIES, PLEASE REQUEST A FULL JOB DESCRIPTION FROM CITY HALL

Requirements:

18 years of age, High School Diploma or GED

Government experience preferred, but not required

Dependable and able to work as part of a team

Knowledge of Microsoft Word, Excel, QuickBooks, and other computer skills

Ability to multi-task and prioritize projects

Send resume and cover letter to cityhall@pelicancity.org, or mail to P.O Box 737 Pelican, Alaska 99832. For additional information call city hall at 907-735-2202.