



## Notice of Employment Opportunity

### **Tropic Town**

Position: Treasurer/Office Manager

Job Class: Permanent Full-Time

Effective Date: January 30, 2018

Closing Date: February 15, 2018 or until filled

Pay: Hourly \* Based on experience & qualifications

#### **General Duties:**

Oversees the Towns budget and financial planning/cash management, accounts payable and human resource personnel

#### **Qualifications:**

Must have project management skills, knowledge of Microsoft Office, budgeting and accounting experience.

#### **Benefits:**

After 120-day probation period, full-time benefits will be available including, but not limited to medical, dental and IRA retirement plan.

#### **Application:**

Apply at the Tropic Town Office \* Monday – Friday 8:00 a.m. – 2:00 p.m. A full job description is available on request.