

Help Wanted

Treasurer for Village of Clifton

- Proficient in quick books, excel, and word a must.
- Prepare and categorize checks and post.
- Attend all required Village board meetings.
- Deposits checks in the appropriate bank accounts.
- Reconcile monthly bank statements.
- Manage CDs for current rates and board approval
- Prepare monthly board meeting reports
- Prepare payroll checks for all employees
- Make Federal/FICA and State withholding deposits.
- Prepare required quarterly Federal and State reports.
- Prepare all year end W2's and appropriate 1099's
- Work closely with the Village auditor for the annual audit.

Reply to village.office@cliftonillinois.com or Village of Clifton, P.O. Box 472, Clifton, IL 60927