

TOWN OF SCOTLAND

Scotland Town Hall 9 Devotion Road, P.O. Box 122 Scotland, CT 06264
Town Clerk: (860) 423-9634



TREASURER

The Town of Scotland is seeking a part-time treasurer. Responsibilities include receiving and reconciling revenues, reconcile bank statements, creating and maintaining budgets, review and sign checks, as issued by bookkeeper and authorized by First Selectman, administer long and short-term borrowing, investing funds to maximize yields, make and coordinate wire transfers, maintain municipal inventory of fixed, capital, and town assets, prepare reports as needed and/or requested, including Secondary Market Disclosure Reports, and review general journal entries, as prepared by bookkeeper, and work with auditor to conduct annual audit. Experience with municipal government financing and Quickbooks preferred. The full treasurer job description can be found at Scotlandct.org under Town Hall tab—Town Treasurer. Scotland is an Equal Opportunity Employer. Please submit resume to Scotland First Selectman, P.O. Box 288, Scotland, CT 06264. Resumes may also be faxed to (860)456-1402 or emailed to Scotlandselect1@yahoo.com. All resumes must be submitted by September 20, 2019 for consideration.