

Township of Arcadia

NOW HIRING: TREASURER

Hours will be flexible, I expect on average 8 - 10 hours per week. These could be grouped for flexibility of the applicant.

Duties include but are not limited to:

- Posting property tax receipts to the on-line system
- Updating property tax information
- Processing primary residence exemptions
- Posting cash deposit and misc journal entries
- Running weekly accounts payable checks
- Bank reconciliations
- Running monthly backups of data bases.
- Signing checks in absence of Treasurer
- Filing of documents

Email your CV:
treasurer@townshipofarcadia.org

