

Job Posting: Part-Time Municipal Treasurer

Position Title: Part-Time Municipal Treasurer

Department: Finance

Employment Type: Part-Time (10 hours per week)

Location: Village of Valmeyer

Application Deadline: 3/31/2026

Position Overview

The Village of Valmeyer is seeking a dependable, detail-oriented Part-Time Municipal Treasurer to manage the municipality's financial operations and ensure accurate, compliant, and transparent financial practices. This role is ideal for a professional with strong accounting skills who is seeking a flexible, part-time position within local government.

Key Responsibilities

- Prepare and maintain accurate financial records, ledgers, and reconciliations.
- Perform monthly bank reconciliations for all municipal accounts.
- Assist in the preparation, monitoring, and administration of the municipal budget.
- Ensure compliance with applicable state statutes, municipal ordinances, and GAAP standards.
- Manage bank accounts, deposits, investments, and cash flow.
- Prepare periodic financial reports for the Village Board and department leadership.
- Coordinate with external auditors during annual or periodic audits.
- Administer tax collections, utility billing, and special assessments (if applicable).
- Provide customer service to residents and respond to financial inquiries.
- Maintain strong internal controls to protect public assets.

Qualifications

Preferred:

- - Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or related field; equivalent experience may be considered.
- - Prior experience in bookkeeping, accounting, or financial management.
- - Proficiency with financial software and Microsoft Office (especially Excel).
- - Strong attention to detail, organizational skills, and ability to work independently.
- - Experience in municipal or governmental accounting.
- - Knowledge of GAAP, fund accounting, and public finance regulations.
- - Professional certifications such as CPFO, CGFM, or CPA.

Schedule & Compensation

Part-time position working 10 hours per week (flexible scheduling available).

Compensation: \$25.00 per hour.

Benefits: None offered.

How to Apply

Applicants should submit:

- - A cover letter
- - A résumé
- - Contact information for three professional references

Submit application materials to:

villagehall@valmeyerillinois.com

or mail to:

PO Box 262, Valmeyer, IL 62295

About the Village of Valmeyer

The Village of Valmeyer is a resilient and community-oriented municipality known for its strong civic engagement and commitment to responsible local governance. The village values professionalism, transparency, and service to residents—making it an excellent environment for a dedicated financial professional.