

## **TREASUER POSITION TOWN OF HOULTON, MAINE**

The Town of Houlton is seeking a full-time municipal Treasurer. This is a complex professional, administrative position overseeing all of the technical and finance functions of the town.

The successful candidate will have a minimum of a two-year degree in accounting, business administration, financial management; or an equivalent combination of experience and training with problem solving and interpersonal skills. The successful candidate will be timely, accurate, detail oriented as well as being able to multi-task. The position also involves working closely with co-workers and inter-department leadership, supporting new and existing operational goals and organization needs. Outstanding customer service is expected. The job description can be found on the Town's web site.

The Town of Houlton offers an excellent benefit package including options for health, dental and/or life insurances, short-term disability, Maine State retirement, paid vacations, sick time, and 13 paid holidays.

TO APPLY: Submit a Town of Houlton employment application, cover letter, and resume to:

Personnel Director

Houlton Town Office

21 Water Street, Houlton, ME 04730

Or by E-mail to [town.clerk@houlton-maine.com](mailto:town.clerk@houlton-maine.com)

Employment applications are required from all applicants and are available, along with the job description, at the Town Office, 21 Water Street, Houlton, or at [houlton-maine.com](http://houlton-maine.com)

Applications will be reviewed as received and the position will remain open until a suitable candidate is found.

*Houlton is an Equal Opportunity Employer*