

The City of Conrad is accepting applications for a full-time Finance Officer

The Finance Officer is responsible for the City's financial and accounting services including, but not limited to: cash management, investments, taxes, assessments, accounts payable and receivable, revenue collections, grant application and management reporting, financial reports, audits and budget preparation. Attends meetings and provides technical support to the Mayor and Council. Assumes the Clerk/Treasurer functions of the City.

Desired Qualifications: BS Degree in Finance, Accounting or Business and/or 2 years of related experience. Full job description and application available at Conrad City Hall.

Salary DOE/DOQ. Job open until filled.

Send cover letter, resume and application: City of Conrad ATTN: Mayor 413 S. Main St.
Conrad, MT 59425 or mayordavid@cityofconrad.com

Deadline: Applications will be accepted until February 29, 2024

Inquiries: Call (406) 271-3623