



## Town of Piermont Deputy Treasurer

### Duties and Requirements

Requirement: The Deputy/Assistant Treasurer assists the Town Treasurer's office pursuant to the State of NH Statutes.

Position Summary: The role requires someone who can interact with the public (i.e., Banking personnel) in a professional and courteous manner, has strong organizational skills, the ability to multi-task, take initiative in solving problems and can work independently. Must be proficient with computer skills, familiar with Excel. It requires attention to detail and the ability to grasp new skills and concepts needed to fulfill the responsibilities of the Deputy Treasurer.

#### Responsibilities:

Receive the Selectmen's signed (2 Selectman minimum) payroll/vendor manifest from BOS Admin. • Prepare checks/paysheet for mail or office box disbursement • Enter payroll ACH into banking system a day prior to payday. Enter check/deposit/cash receipts transactions in the Cashbook system.

Ensure that all moneys collected be deposited at least on a weekly basis, or daily whenever funds together total \$1,500 or more. (Checks from Treasurer's inbox) Record deposits and withdrawals with each receipt/ received from Town Department Heads and other related functions of the Treasurer's office.

Required Education and Experience • Minimum high school diploma or equivalent • 1 year of bookkeeping, banking, accounting, or finance related experience needed.

Needs: • To be a Town of Piermont Resident • Must have a valid driver's license • Must be able to be bonded • Must have the ability to maintain confidential information • Must be able to be bonded.

Send resume to: Heather Subjeck, Treasurer

Delivery Options:

e-mail: [heather.subjeck@townofpiermonthnh.org](mailto:heather.subjeck@townofpiermonthnh.org)

US mail: Treasurer, Town of Piermont  
130 Route 10  
Piermont, NH 03779

Drop-slot in door: Use Town Clerk's entrance door, located at 130 Route 10, Piermont (Behind the Town Library). Place resume in sealed envelope to "Treasurer, Town of Piermont"