

Town Board Treasurer Position
Posted: February 19th, 2026 Applications
Close: March 1st, 2026

Position Summary

The Lake Holcombe Town Board is seeking a reliable and detail-oriented **Treasurer** to manage the district's financial operations and support the Board in maintaining transparent, accurate, and compliant fiscal practices. This role is essential to ensuring the responsible stewardship of public funds and the smooth operation of the Town.

Key Responsibilities

- Maintain accurate, up-to-date records of all financial transactions
- Record and deposit all money received by the Town
- Reconcile monthly bank statements
- Attend monthly Board meetings and present a financial report
- Work with the Board to prepare the annual budget

Preferred Qualifications

- Experience with bookkeeping or accounting
- Familiarity with QuickBooks or similar accounting software
- Strong organizational and communication skills
- Ability to work independently and meet monthly deadlines
- Commitment to accuracy, transparency, and public service

Schedule

- Part-time position; hours vary by month
- Attendance at monthly Board meetings required

How to Apply

Interested applicants should submit an application, résumé and brief cover letter to:
chairman@townoflakeholcombe.com