



719-256-4313 (Office)

719-429-8298 (Direct)

719-256-4742 (Fax)

Job Title: Finance Assistant

Location: Town of Crestone, CO

Supervised by: Town Treasurer

Position Summary:

The Town of Crestone is seeking a reliable and detail-oriented Finance Assistant to support in-office financial duties. This position will assist with cash drawer and petty cash management, water and sewer billing, vendor payments, and coordination with the Treasurer and Bookkeeper/Accountant on budgets, audits, and other financial matters. The ideal candidate will have some accounting experience, strong communication skills, and the ability to work independently.

Essential Duties and Responsibilities:

- Assist with day-to-day financial operations, including cash drawer and petty cash management.
- Support water and sewer billing processes and customer inquiries.
- Assist the Treasurer and Bookkeeper/Accountant with budget preparation, audits, and reporting.
- Maintain accurate financial records and documentation.
- Cross-train to provide backup support for other finance-related tasks as needed.
- Help ensure compliance with town policies, procedures, and financial regulations.

Required Knowledge, Skills, and Abilities:

- Strong written and verbal communication skills.
- Basic accounting knowledge and ability to learn QuickBooks or other financial software.
- Attention to detail and ability to maintain accurate records.
- Ability to handle confidential financial information professionally.
- Ability to work independently and follow instructions effectively.

Required Education, Training, and Experience:

- High school diploma or GED required; some post-secondary education in accounting or finance preferred.
- Previous experience in office finance, bookkeeping, or accounting preferred.
- Any equivalent combination of education and experience demonstrating the knowledge, skills, and abilities to perform the duties effectively.

Application Instructions:

Applications are available at Town Hall during normal business hours or online at www.townofcrestone.gov

The Town of Crestone is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workforce and consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other legally protected status.

All employment decisions, including hiring, promotion, compensation, and termination, are made without discrimination and are based on the qualifications, skills, and experience of the individual. The Town of Crestone encourages individuals from all backgrounds to apply.