



EMPLOYMENT OPPORTUNITY TOWN OF THERMOPOLIS

CLERK/TREASURER POSITION

The Town of Thermopolis is accepting applications for the appointed position of Clerk/Treasurer. Successful candidate will work in capacity as Deputy Clerk/Treasurer until appointed. Works under guidance and direction of Mayor and Council and performs administrative and supervisory work in accounting, budget and record keeping for the town. Exercises supervision over assistant clerk/treasurer and accounts clerk. This position will have responsibility for performing a wide variety of administrative accounting procedures which include but are not limited to: maintains computer system for accounting/utility system; management and investment of town revenues/expenditures; budget preparation; prepares financial reports; maintains Council proceedings/ordinances/resolutions/other official town documents; town audit; payroll, accounts payable/receivable; liquor license and other tasks. Essential skills for position requires strong budget/financial management background, high level of energy/flexibility, solid supervisory/interpersonal/communication/customer service skills; ability to handle multiple projects. Salary \$52,000-\$60,000 based upon credentials and experience, plus excellent benefit package. Application and resume must be received by 5:00 p.m. Friday December 12, 2025, no exceptions. Interviews will be scheduled for the week of December 15-19, 2025. With candidate names presented for Council consideration on January 6, 2026. Position start date January 12, 2026, with 4 months of training. Minimum qualifications, two years financial/accounting related experience. Bachelor's degree in accounting or closely related field preferred. For application and Job Description, contact Mayor's office at 420 Broadway St. Thermopolis, WY 82443 or call 307-864-9285. EOE.