

VILLAGE OF POPLAR GROVE OPEN POSITION: TREASURER

200 HILL STREET, POPLAR GROVE, IL 61065 – 815.765.3201 - FAX 815.765.3571

June 9, 2010

FOR IMMEDIATE RELEASE

Contact:

Bradley A. Rightnowar

President

Village of Poplar Grove

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www.poplargotheonline.us

Treasurer of Village of Poplar Grove:

The Village of Poplar Grove is seeking qualified applicants for the position of Treasurer. This professional position performs complex accounting and financial tasks involving the operation and control of the Village's financial matters. Responsibilities include; cash management and investing, debt management, payroll and pension administration, employee-retiree insurance benefits, accounts payable and receivable, bank reconciliations, fixed assets, financial statements and general ledger, budgeting, financial planning and forecasting, audit coordination and internal controls, project expense review and reporting.

The ideal candidate will hold a Bachelor's Degree in accounting, finance, or related field. Have a CPA certification and previous municipal experience is desirable. Must possess ability to prepare and present informative financial statements and reports to the Finance Committee and Village Board. Must have strong analytical and communication skills. Knowledge of Locis a plus. Residency not required.

Interested candidates send cover letter, resume, salary history/requirements and professional references to:

President Bradley A. Rightnowar

Village of Poplar Grove

200 Hill Street

Poplar Grove, IL 61065

Deadline for receipt of resumes is July 10, 2010.

For additional information please contact President Rightnowar or Administrative Assistant Maureen Brzinski at 815-765-3201, or see the Village's web site at www.poplargotheonline.us.

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