



Seeking applications for the position of:
Assistant City Treasurer

Open Date: February 27, 2026 Closing Date: March 13, 2026 at 5:00p

Starting Wage: \$5,413.20 per month plus a generous benefit package including: Persi retirement, medical, dental, and vision, and paid vacation and sick leave

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and
- Bachelor's degree in accounting/finance or six years' experience in the performance of government accounting work is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

General Statement of Duties: Performs responsible accounting, clerical, and administrative support work in the Finance Department under the direction of the City Treasurer including, but not limited to: ensuring financial records are accurate, budget preparation and presentation, economic reporting and projections, general ledger work, assist in asset management, and assist in recording and processing accounts payable ACH and check payments; and performs other work as required.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Principles and practices of accounting, fund management, and municipal finance
- Budgeting methods, fund accounting, and cost control management
- Principles and practices of accounts payable/receivable and other general bookkeeping procedures
- Standard practices and procedures for receiving and receipting funds
- Strong understanding of Microsoft Excel

Ability to:

- Prepare accurate and reliable reports containing financial and accounting requirements and recommendations
- Maintain detailed and accurate financial logs, records, and reports
- Analyze accounting data for control and reporting purposes
- Multi-task and assist other administrative staff as needed
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email HR@mountain-home.us. Applications can also be submitted in-person to City Hall at 160 S 3rd E St. A full job description is available at City Hall.