RESOLUTION 2025-009

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CRESTONE APPROVING THE JOB DESCRIPTION FOR THE POSITION OF FINANCE ASSISTANT.

WHEREAS, the Board of Trustees recognizes the potential need for additional financial and administrative support within the Town office; and

WHEREAS, the Finance Assistant would provide part-time support for accounting, billing, and financial compliance duties under the direction of the Treasurer; and

WHEREAS, the attached job description has been prepared and reviewed to outline the duties, responsibilities, and qualifications of the Finance Assistant position;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CRESTONE, COLORADO:

Section 1. The Finance Assistant job description is hereby approved and adopted as presented in Exhibit A attached hereto and incorporated herein by reference.

Section 2. This resolution shall take effect immediately upon adoption.

Adopted this 12 day of September, 2025, by the Board of Trustees of the Town of Crestone, Colorado.

Exhibit A: Job Description

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

THIS JOB DESCRIPTION HAS BEEN REVIEWED AND APPROVED:

Mayor	23 September 2025 Date
Clerk	23 September 2025 Date
Employee Accepting Position	Date