

The City of Wray, Colorado invites applications for the position of City Clerk & Treasurer. Compensation is \$45,000 to \$60,000 depending on qualifications and includes an excellent benefit package. The City Clerk & Treasurer shall work collaboratively with the City Manager and be responsible to the City Council for the administration of the financial affairs of the City. The position is also responsible for all record keeping of the City.

Minimum qualifications include a Bachelor of Arts Degree or equivalent experience. Preferred qualifications include at least five years of increasingly responsible municipal experience or comparable business management in a city of similar size and complexity and Caselle Clarity Accounting Software experience.

The City of Wray (population 2,330) is a safe and active rural community located an easy three hour drive east of the Denver metropolitan area. This home rule community is represented by a seven member City Council and has a total annual budget approaching \$12.5 million.

The City of Wray uses the Modified Accrual basis of accounting. Modified Accrual basis of accounting is a method that combines accrual-basis accounting with cash-basis accounting. The successful candidate shall possess Modified Accrual basis of accounting experience and knowledge, strong financial reporting, grant reporting, positive communication skills, and a collaborative approach to problem solving

To apply, please mail your confidential cover letter, resume, and references by September 19, 2016 to City of Wray, PO Box 35, Wray, CO, 80758, and Attention: Mayor. To request an application and a detailed job description, please contact Assistant to the City Manager, Lindsey Jones at 970.332.4431 or ljones@cityofwray.org.