



BOOKKEEPER

Part-time Position Open

Requirements:

- Associate's degree in accounting or business administration, or equivalent business experience
- Advanced working knowledge of QuickBooks and Microsoft Office software
- Preferred candidates have governmental bookkeeping experience
- Employment application forms are available by clicking this link:
<https://townofcrestone.colorado.gov/sites/townofcrestone/files/documents/Employment%20Application.pdf>

Please submit a brief letter of intent along with your completed application via one of the following three methods: to the secure payment slot to the right of the entrance to Town Hall at 108 W. Galena Ave.; emailed to crestoneclerk@fairpoint.net; or sent by US mail to PO Box 64, Crestone 81131. Contact the Town Clerk for additional information at (719) 256-4313.

Compensation-DOE

The Town of Crestone is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, the Town of Crestone complies with applicable state laws.