The Town of Greybull is accepting applications for the position of full-time Town/Finance Administrator. This position is a hired employee by the Mayor with consent of town council. The qualified candidate will need to exhibit excellent leadership, impartial management, attention to detail, great judgment and accountability, skillful de-escalation of interpersonal conflict, the ability to deal with disgruntled employees and residents, and the tendency to unite town employees and residents over common goals. The Town/Finance Administrator acts as the Chief Administrative Officer for the Town Council and implements the orders and policies of the Council in accordance with all the laws and Town rules, regulations, ordinances, policies, and procedures.

Benefits:

* The estimated annual pay range for this role is currently $68,000 - $85,000.
* This range reflects the base salary only and does not include benefits or retirement contributions.
* Actual pay is determined by experience, qualifications, skills and other job-related factors.
* Medical, Dental, Vision benefits
* Company paid life insurance
* Paid time off, holiday pay
* Wyoming Retirement contributions

Job Requirements:

Previous supervisory experience, outstanding organizational ability, excellent written and oral communication skills. Proficient knowledge and experience in budgeting processes and financial management, grant writing and implementation, human resources, planning policy management, and project management. Ability to work independently as well as part of a team. Some travel may be required for meeting with regional, state, and federal officials. This position will be under a 1-year probationary period. A bachelor’s degree in accounting/finance is strongly preferred. Previous experience is government accounting is strongly preferred.

Please send your resume and cover letter to Mayor Myles Foley, 24 S 5th Street, Greybull, WY, 82426. Applications will be received until the opening is filled.