

Job Posting: Town Clerk–Treasurer

Location: Town of New Windsor

Reports To: Mayor and Town Manager

Starting Salary Range: \$58,000-\$62,500

The Town of New Windsor is seeking a detail-oriented, organized, and community-focused Town Clerk–Treasurer to join our team. This position plays a vital role in supporting the Town’s daily operations, ensuring financial accuracy, maintaining public records, and providing exceptional service to residents and stakeholders.

This is an excellent opportunity for an individual who enjoys varied responsibilities, thrives in a collaborative environment, and values public service.

Position Overview

The Town Clerk–Treasurer is responsible for managing the Town’s financial resources—including investments, assets, and cash flow—while overseeing the collection of taxes and processing payments. This role ensures accurate financial records, maintains official Town documents, administers elections, and provides administrative support to the Mayor, Town Council, and Town Manager.

Key Responsibilities

Financial Management & Recordkeeping

- Reconcile general ledger accounts with cash reports and bank statements
- Manage tax invoice processing and tracking
- Prepare payroll, accounts receivable, accounts payable, and general ledger entries
- Assist with Town budget preparation and financial forecasting
- Assist with Town fund investments in accordance with Town Code

Clerical & Administrative Duties

- Prepare minutes for monthly Town Council meetings, Work Session meetings and Planning Commission meetings.
- Maintain municipal records, land documents, and official Town files
- Validate and record official documents
- Answer phones, greet visitors, and assist the public professionally and courteously

- Support special event organization and Town communications, including website and social media updates

Human Resources Support

- Assist with employee onboarding
- Help maintain employee handbooks and related HR documentation

Required Education & Experience

- High school diploma or GED; additional training in secretarial, math, or business preferred
- 3-5 years of experience in bookkeeping, payroll, typing, recordkeeping, and correspondence
- Excellent command of written and spoken English
- Ability or willingness to obtain a Notary Public commission

Required Skills & Abilities

- Proficiency with basic math, office equipment, email, internet, Microsoft Word and Excel, and file management
- Strong communication and interpersonal skills
- Ability to maintain confidentiality, use good judgment, and work with minimal supervision
- Capacity to work effectively with elected officials, Town staff, and the public
- Strong attention to detail and excellent organizational skills

How to Apply

A job application, cover letter and resume are required for this position. Applications and full job description are available online at www.newwindsormd.gov and at Town Hall, 209 High Street New Windsor, MD 21776. Applications can be submitted by regular mail to PO Box 609, ATTN: Town Clerk/Treasurer Employment Opportunity, New Windsor, MD 21776 or email to: gdye@newwindsormd.org.