



# Town of Berwyn Heights

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**MAYOR**  
Amanda M. Dewey

**COUNCIL MEMBERS**

Jodie A. Kulpa-Eddy (Mayor Pro Tem)  
Christopher S. Brittan Powell  
Jason W. Papanikolas  
Ethan D. Sweep

## Job Announcement

**Title: Treasurer/Benefits Manager**

**Department: Administration**

**Grade: M**

The Town of Berwyn Heights seeks a full-time Treasurer/Benefits Manager to serve as an integral member of the Town's senior management team. The Treasurer/Benefits Manager is responsible for managing day-to-day and long-term financial operations including: management of Town finances, preparation of the annual budget, maintaining appropriate policies and internal controls, financial reporting and auditing, ensuring regulatory compliance, managing employee benefits, and assuming the responsibilities of the Town Manager in their absence.

Applicants must have an excellent knowledge of accounting procedures, budget and financial statement preparation, familiarity with payroll tax laws, and proficiency in Microsoft Office, automated payroll services, and financial software such as Quick Books.

Minimum Qualifications: A degree in finance, accounting, public administration, or a related field; and at least five years of experience, preferably in a municipal or public sector organization.

Salary is up to \$85,000 with an excellent benefits package, including participation in the State of Maryland Pension System. Applications must include a letter of interest, resume, and a completed Town Employment Application. Submit applications by December 30 for best consideration. Emailed application can be sent to [HR@berwynheightsmd.gov](mailto:HR@berwynheightsmd.gov) or mailed to the Town of Berwyn Heights Attn: HR at 5700 Berwyn Road Berwyn Heights, MD 20740.