

**VILLAGE CLERK/TREASURER POSITION** – The Village of Lodgepole is accepting applications for a Village Clerk/Treasurer position. Interested individuals must be a self-starter, attentive to detail, able to multitask, have excellent oral and written communication skills, and the ability to maintain confidentiality of sensitive information. 2 years related work experience in accounting, previous experience in an office environment, and general skills. Time management, ability to meet deadline and organization skills are required. Duties include but are not limited to attending monthly Village Board of Trustees meetings and preparing agendas, taking and publishing meeting minutes; records management and retention for official Village documents, proceedings, ordinances, resolutions, and contracts; prepare all legal notices and publications; plan, organize, and prepare accounting and auditing work for the Village auditors; process payroll; submit all financial reporting as required by the Federal and State laws; manage AR/AP; monitor cash flow to ensure funds are available to meet the obligation of the Village; supervise the issuance of permits, liquor & tobacco licenses; install, upgrade and maintain computer systems (hardware & software); attend conferences and training as required by law, closely work with the public; & perform other duties as required. The ideal candidate is a self-starter adaptable to continuous changes. Benefits include holidays, vacation, personal days, and sick days. Training of the position will be available. Applications/resumes will be accepted until May 10, 2022. Please submit your resume and references to Village of Lodgepole Clerk, PO Box 266, Lodgepole NE 69149, **OR** drop off to the office at 630 Orchard Street, Lodgepole, NE **OR** email to [lpclerk@daltontel.net](mailto:lpclerk@daltontel.net). For questions contact Rita Bartling at 308-483-5353. The Village of Lodgepole is an EOE.