

7/18/2022

**VILLAGE CLERK/TREASURE POSITION** – The Village of Lodgepole is looking for one or two individuals to fill the position(s) of Clerk/Treasurer. The possibility is a part or full-time position depending on the experience of applicants and how the positions are filled.

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 position(s) require a high school diploma or equivalent. Ability to maintain confidentiality, excellent oral and written communication skills, adaptable to change, able to set and complete tasks without supervision, proficient computer skills, 2 years accounting experience preferred.

The Village offers competitive hourly wage based on experience and qualification. Office is open to the public 8 to 12 Monday-Friday. Benefits include 13 paid holidays, vacation, personal days, sick leave, and a stipend to be used for health insurance.

Applications/resumes will be accepted until the position is filled. Please submit your resume and references by dropping off at the office located at 630 Orchard Street, Lodgepole, NE or email to [lpclerk@daltontel.net](mailto:lpclerk@daltontel.net). The Village of Lodgepole is an EOE.