

VILLAGE OF LODGEPOLE

Clerk and/or Treasurer

A detailed job description is available upon request at the Village Office.

The Village Clerk and/or Treasurer is responsible for providing administrative and clerical services to ensure the Village Office, residents, and board of trustees are treated in a fair and ethical manner that promotes a high standard of customer service. The Village Clerk/and or Treasurer must comply with Village ordinances, policies and procedures, local, state, and federal laws, and generally accepted accounting principles.

- Assume responsibility for all services and activities of the Clerk and/or Treasurer.
- Perform duties of Village Clerks and/or Treasurers required under Nebraska Law and the Village of Lodgepole's Code, including having custody of all laws and ordinances, keeping a correct journal of the proceedings of the Village Board of Trustees, being the custodian of all money belonging to the Village, and keeping a separate account of each fund or appropriation and the debts and credits belonging thereto.
- Annually complete continuing education through a program approved by Auditor of Public Accounts as required by Nebraska Law.

GENERAL DUTIES:

- Customer Service: Assist customers via walk-in, phone calls, and emails.
- General Office Duties: Answer phones, use copy machine, computer work, filing, maintain sensitive and confidential information, pickup and deliver mail to post office.
- Responsible for communicating public notices for the Village of Lodgepole via hard copy and electronic.
- Apply ordinances when needed

HR/PAYROLL:

- Review and keep the Village Employee handbook up-to-date and recommend changes to the Board as needed.
- Point person for timecard management for all Village employees.
- Point person for employee employment and board vacancy applications and forms.
- Responsible for accident, injury, and claims reports.

ORGANIZATION/DETAIL SKILLS:

- Needs to be highly organized and attention to detail is necessary.
- Ability to check work for accuracy and have experience looking for and making corrections on all work.

ACCOUNTING:

- Setup and maintain all utility accounts/invoices for Village.
- Accept and apply payments to accounts.
- Produce monthly statements and treasurer reports to Board members at monthly meetings.

- Collect past due accounts.
- Experience in mid to higher level of banking for municipal accounts.
- Collect, reconcile, and file monthly bank statements.
- Assist with annual budget and audit-partner with Village auditor(s).

IT:

- Coordinate with vendors for software training.
- Troubleshoot software issues and work to resolve any reporting issues from the Village software.
- Receive training on cybersecurity to maintain the integrity of all Village electronic equipment.

To apply, please email letter of interest and resume to lodgepoleoffice@gmail.com.