

JOB Posting 6-26-2024

Category: Accounting/Financial

Title: City Clerk

Description:

The City of Laurie is seeking qualified applicants to fill the position of city clerk. The city clerk reports directly to the mayor and the board of aldermen. The duties of the city clerk include preparing the agenda for board meetings, minutes of the meetings, coordinating and maintaining city ordinances, official documents and records, supervising subordinate clerical employees, preparing and issuing payment of city obligations including payroll, assisting in the preparation of the annual budget, coordinating audits, maintaining and monitoring city investments, bank accounts, deposit of city revenues, reconciling city ledgers and accounts, issuing and maintaining purchase order numbers and records, supervising and preparing for city elections, and serving as notary public. Applicant must be PC literate and preferably knowledgeable of Summit municipal software programs. Must possess a strong customer service orientation and be familiar with the Missouri Sunshine Law provisions. A certified municipal clerk designation or previous experience with administration in city government is desirable. A complete job description is available upon request. Please forward cover letter and resume to: City of Laurie, Mayor & Board of Aldermen, 147 S. main St. Laurie, MO. 65037, Laurie, MO or bring information to City Hall at 147 South Main St. Laurie, Missouri or via email to cityclerk@cityoflaurie.com. Starting salary will be based on experience. The review period will commence upon posting and remain open until filled. The City of Laurie is an Equal Opportunity Employer.

Company: City of Laurie

Required Experience: Post-secondary training in bookkeeping/accounting and personal computer, including but not limited to a working knowledge of Word, Summit, office and secretarial practices, and five or more years of directly related work experience. Education and/or work experience may be substituted one for the other. Local government experience is desirable as is a Municipal City Clerk

Required Education: High School Diploma or equivalent

How a Candidate should apply: Submit resume and cover letter to City of Laurie, Mayor and Board of Aldermen, 147 S. Main St., Laurie MO 65037 or via email at cityclerk@cityoflaurie.com or bring information to City Hall at 147 South Main, Laurie, Missouri.