

## **CLERK-TREASURER**

The Clerk-Treasurer is responsible for the efficient and proper conduct of all municipal government administrative services and duties for the Village. This includes, but is not limited to preparing the budget, taxes, managing finances, PR, AP, AR, Utility Billing and finances, process licenses and permits, attendance at evening meetings, record and maintain minutes of the Village Board and other bodies, administer all aspects of elections, serve as records custodian, become familiar with Village Ordinances and other duties as assigned. Must possess good verbal, writing and inter-personal skills and be proficient at Word and Excel. Qualified applicants must be highly motivated, detailed-oriented, self-starting, able to multi-task, and previous municipal experience including Workhorse software is a plus. Salary based on qualifications.

Submit a resume with references via email at [starpv@frontiernet.net](mailto:starpv@frontiernet.net)