

# Town of Manila

Invites applications for the position of

## Town Clerk

Job Description: 260 working days (approx. 6-8 hour days)

Duties as a Town Clerk include functioning as:

- Financial Officer: All functions of payroll, accounts payable/receivable
- Minutes and Agendas for Town Council Meetings
- Maintains Town Records
- Basic Office Management
- Acts as Election Officer
- Notary Public
- Works under the direction of the Mayor
- Other duties as assigned

Qualifications: The temperament and communication skills necessary to work with the public.

The professionalism to handle confidential documents /information.

Must be computer literate:

- Word processing, spreadsheet, database, presentation software, email, webpage, Facebook, etc
- Capable of learning specialized software such "Pelorus"

Bachelor's degree in accounting, finance, or related field is desired.

Experience in local government with an emphasis on financial management a plus.

Must be very organized and able to multi-task in a busy environment

Bondable

Able to pass a criminal background check

Salary: Salary depends on experience

Full retirement and medical benefits are attached to this position.

Closing Date: Open until filled--with the first review of applicants on Friday March 25, 2016, 2:00 PM

Applications are available at the Town of Manila. Contact Lynette Asay or Marlena Connor at 784-3143. Your full application package should include the Employment Application form, two letters of reference, and any other documents as needed.

Those receiving an interview will be contacted by phone to set an interview appointment.

The successful applicant must be available for immediate hire.