

JOB POSTING

City Clerk

City of Dora

Applicants should submit their application, resume, certifications, and salary requirements to Dora City Hall by Friday, September 15, 2017.

Qualifications:

- **Proficiency in Quick Books required**
- **Experience as a city clerk preferred**
- High School Diploma required; some college preferred
- Valid Driver's License
- Dependable, with an outgoing, friendly personality
- Administrative, bookkeeping, payroll, treasurer, revenue, and/or human resources experience preferred

Job Duties:

- Oversees day-to-day City Hall business and serves as liaison between Mayor, City Council, city employees, and citizens
- Schedules, coordinates, and attends City Council meetings
- Prepares monthly expense reports and reconciles multiple bank statements
- Responsible for accounts receivables, payables, and sales using QuickBooks
- Composes correspondence, meeting agendas and minutes
- Maintains official filing system, personnel records, resolutions, ordinances and minutes books
- Manages personnel records, benefits, retirement contributions, and payroll duties
- Processes and issues city business licenses
- Serves as city treasurer responsible for revenue collection, annual budget, and annual audit

Full benefits include health insurance, paid holidays, state retirement immediately. Paid vacation and sick days are granted after probation. Salary is based upon qualifications and experience.

The City of Dora is an equal opportunity drug free employer. Applicants are subject to drug test, and criminal background check.