

Job Opening with Laketown City

Town Clerk Position

Applicants must be a current resident of Laketown City. Must have experience with Microsoft word, Excel, QuickBooks, e-mail, and general office skills. Required to attend monthly council meetings, special meetings or public hearings. Responsible for minutes of all meetings, payroll, bank reconciliations, accounts payable, accounts receivable, budgets, taxes and state reporting. Will be responsible for water bills, correspondence, all reports and misc. clerical duties. (Please see more details on next page)

Position is part time(25hr/week), salaried position. Salary is dependent on job experience. Please send or e-mail cover letter and resume to

Mayor Sim Weston,

PO Box 118, Laketown, Utah 84038

clerk@laketownutah.com.

Position open until filled.

Clerk Job Duties

General Office skills and secretarial responsibilities. Proficient with Microsoft Word, Excel, and Power point. Experience with and very knowledgeable with QuickBooks. Prior experience with clerical work and basic accounting is a definite plus.

Responsible for monthly meeting minutes and Agendas- typing & recording all meetings and creating and posting all agendas.

Responsible for Payroll and Quarterly Payroll Taxes

Responsible for annual W2s and 1099s and reporting to the IRS and State

Monthly bank reconciliations for all accounts and quarterly reporting to state

Accounts payable and Accounts receivable

Annual Budgets and state reporting and annual year end compilation

Business licenses, applications, annual renewals & reports to county

Assist with local elections, swearing in of new members and required postings.

Responsible to be the first point of contact for the city office, answering phones, and returning calls.

City, Fire Department's insurance and Cemetery Insurance. Responsible for annual reporting of worker's compensation, and annual property reporting with Insurance Company.

Responsible for all city postings, mailings, correspondence, and any letters or emails on behalf of the council. As well as city newsletters, when requested.

Ordinances resolutions- drafting and submitting information to the codifiers.

Responsible for maintaining city website

Responsible for all park reservations and paperwork.

Purchasing all office and cleaning supplies

Assisting with all city functions and rodeo, where needed

Other duties and responsibilities as seen necessary per the Mayor and the City Council.

****This is not an all-inclusive list****