

City Clerk-Treasurer

City of Hendrum, Minnesota

The City of Hendrum is seeking a motivated, organized, and community-focused individual to serve as City Clerk-Treasurer. This position is the chief administrative and financial officer for the city and plays a vital role in supporting city government, providing public service, and ensuring the efficient operation of municipal programs and services.

Position Responsibilities

The City Clerk-Treasurer is responsible for a wide range of duties, including:

- Managing the city's financial operations, including budgeting, accounting, payroll, accounts payable, accounts receivable, bank reconciliations, financial reporting, and annual audit preparation.
- Administering utility billing, customer accounts, collections, and required state reporting.
- Preparing city council meeting agendas, packets, minutes, ordinances, resolutions, legal notices, and official records.
- Maintaining city records and ensuring compliance with Minnesota record retention requirements.
- Assisting residents, businesses, contractors, and visitors by providing information and customer service.
- Administering elections, including voter and candidate filings, election notices, election judge coordination, absentee voting, and election reporting.
- Processing licenses and permits, including liquor, tobacco, gambling, rental, pet, zoning, sewer, and water permits.
- Maintaining personnel records, payroll records, benefit administration, and employment reporting requirements.
- Serving as Secretary-Treasurer of the Hendrum Economic Development Authority and supporting city boards, commissions, and community organizations.
- Managing city communications, public notices, website updates, newsletters, and other public information activities.

Qualifications

The ideal candidate will possess:

- Strong accounting, bookkeeping, and financial management skills.

- Excellent written and verbal communication abilities.
- Strong organizational and time-management skills.
- Proficiency with computers, office software, and financial management systems.
- The ability to work independently, maintain confidentiality, and manage multiple priorities.
- A commitment to providing outstanding public service.

Previous experience in local government, accounting, public administration, finance, bookkeeping, or a related field is preferred but not required. Training opportunities are available for the successful candidate.

Schedule and Benefits

This is a regular part-time position scheduled for 32 hours per week, with the opportunity to work additional hours as needed. Normal office hours are generally Monday through Thursday during regular business hours. The position also requires attendance at City Council meetings, board and commission meetings, public hearings, and other city-related meetings that are regularly held during evening hours outside of the normal workday. The position participates in the Minnesota Public Employees Retirement Association (PERA) and receives city-approved professional development and training opportunities. Compensation will be based on qualifications and experience.

The City of Hendrum is an Equal Opportunity Employer.