



CLERK/TREASURER DEPARTMENT

CLERK

The Clerk/Treasurer's Office is seeking a knowledgeable individual to serve as Clerk. **This position is an appointment and under the jurisdiction of the Clerk/Treasurer.** This position requires the ability to maintain a high level of confidentiality. The selected individual will be a detail oriented, self-starter with strong office skills who will work with a wide variety of responsibilities including, but not limited to, serving as an assistant to the Clerk/Treasurer. Responsible for the preparation of daily receipts and bank deposits. Responsible for receiving and verifying monies from all sources. Maintains fixed assets records. Assists with all phases of payroll and maintaining financial records. Assists with the preparation and distribution of notification for public meetings. Assists with the distribution of bid specifications, plans, notices, and maintains the Register of Bids. Requires office machine skills such as typewriter, calculator, copy machine and scanning equipment. Proficient computer experience required. Knowledge of Microsoft Office Suite preferred. Must possess strong communication skills, accuracy, and the ability to meet constant deadlines. Must be outgoing, confident individual who truly enjoys working with the public. The ideal candidate will be well-organized and able to work with little direct supervision. High School Diploma or equivalent is required. One to three years accounting experience preferred.

Submit resume with cover letter of interest, qualifications, and references to:

PERSONNEL DIRECTOR
EOE #387
c/o City of Jasper
P.O. Box 29
Jasper, IN 47547-0029
or email to: hra@jasperindiana.gov

An Equal Opportunity Employer