

City Clerk/Treasurer

Posting Date: August 25, 2020

Status: Full Time

Location: City of Franklin

Application Deadline: September 13, 2020, 11:59 PM

Start Date: This position will start October/November, 2020

Qualifications: Prefer 2 Year Degree in accounting, finance, public administration and/or a High School Diploma and three to five years equivalent experience in local government

Job Duties: Manage daily operations of the city, manage city finances including but not limited to: Annual Budget and Tax Levy, Annual Audit, Cash flow and Investment management, Manage funds and expenditures, Utility Billing, Maintain accurate records, Complete federal, state and county required reporting

Salary: \$16-\$20 dependent upon qualifications and experience

Benefits: Health Insurance, Disability Insurance, PERA Pension Plan

Apply:

Please complete an application and send application, resume and cover letter to:

City of Franklin, 320 Second Ave. E., PO Box 326, Franklin, MN 55333 or email: franklin@mchsi.com

Contact Wendy Pederson with any questions related to the position at (507) 557-2259

Position is open until filled

The City of Franklin is an equal opportunity employer