

**VILLAGE CLERK/TREASURE POSITION** – The Village of Lodgepole is looking for one or two individuals to fill the position(s) of Clerk/Treasurer. The possibility is a part or full-time position depending on the experience of applicants and how the positions are filled. The Clerk duties include record and information management, Village board support, preparation and collection of utilities bills, ordinances, legal notices and publications, attendance at the monthly board meetings and EXCELLENT customer service! The Treasurer duties focus on the accounting aspects of the Village payroll and tax filings, accounts receivable/payable, bank reconciliations, budgets, and audits.

The position(s) require a high school diploma or equivalent. Ability to maintain confidentiality, excellent oral and written communication skills, adaptable to change, able to set and complete tasks without supervision, proficient computer skills, 2 years accounting experience preferred.

The Village offers competitive hourly wage based on experience and qualification. Office is open to the public 8 to 12 Monday-Friday. Benefits include 13 paid holidays, vacation, personal days, sick leave, and a stipend to be used for health insurance.

For more details on position please visit [lodgepolene.com](http://lodgepolene.com)

Applications/resumes will be accepted until the position is filled. Please submit your resume and references by dropping off at the office located at 630 Orchard Street, Lodgepole, NE or email to [lpclerk@daltontel.net](mailto:lpclerk@daltontel.net). The Village of Lodgepole is an EOE.