**The position includes Quick Books Accounting, reconciling multiple bank and vendor accounts, processing payroll, creating agendas and recording minutes, scheduling and maintaining appointments and meetings, maintaining an organized filing system of paper and electronic data, assisting with reports and document retrieval for annual budget and audit, preparing newspaper notices, as well as holding the position of municipal election clerk.**

**This position will involve cross-training with other office staff and duties.**

**Pay and benefit package will be discussed during interview process.**

**The city office is currently short staffed so PLEASE do not call for information or how to apply.**

**To Apply: Submit Completed Application and Resume to** **utility@cityoftimpson.com**

**Failure to complete the application may cause one to NOT BE CONSIDERED**

**The City of Timpson is an Equal Opportunity Employer.**