

The City of Bigfork is seeking a professional and qualified individual to join our team! We are looking to fill the full-time position of City Clerk/Treasurer. Located in the Edge of the Wilderness, population 446, with a local hospital, K-12 school, a 250+ seat professional stage theater, fire and ambulance services, as well as the many small businesses, we believe Bigfork is the biggest small town in the Northwoods of Minnesota.

- **QUALIFICATIONS**

- Bachelor's degree in accounting or business management/finance or a two-year degree and five (5) years of experience in a related field
- Three (3) or more years of practical experience working with an automated accounting system
- Knowledge of Microsoft Office, CTAS UBMax and other computer programs as needed
- Knowledge of municipal government operations, procedures, public relations, financing, and administration
- Must meet City bonding requirements
- Excellent oral and written communication skills
- Time management and prioritization skills
- An eagerness to learn and grow
- Municipal Clerk Certification is desired

- **RESPONSIBILITIES**

- Administrative: recordkeeping, elections, clerical and logistical support to City Council and Commissions, ordinance enforcement, etc.
- Financial: budgeting, accounts payable, payroll, utility billing, financial reporting, etc.

- **COMPENSATION & BENEFITS**

- Starting annual pay of \$42,800
- Health, dental and life insurance benefits
- Vacation, sick and holiday pay
- Flexible office hours

- This position has a built-in pay increase over two years as per union contract. Depending on workload, it also includes the potential for expansion to include responsibilities with area communities.

- **HOW TO APPLY**

- Send a cover letter and resume to PO Box 196, Bigfork, MN 56628, or email to cityclerk@bigfork.net by Friday, September 22, 2021, with preference given to applications received by September 10, 2021.
- For a complete job description or for questions, email cityclerk@bigfork.net or call 218-743-3782