

Lancaster City Clerk Job Description

The City of Lancaster is currently accepting applications for the position of City Clerk. The City Clerk serves as the City's Water Utility Clerk, City Treasurer, and Records Keeper. This full-time role takes place Monday-Friday, 8 a.m. to 12 p.m. and 1 p.m. to 4 p.m. The ideal candidate for this position will be a self-starter with the ability to perform job duties with little oversight and possess excellent customer service skills.

Key Responsibilities

- Manage all aspects of city and water accounts including budgeting, making deposits, and fund reconciliation
- Perform accounts receivable and payable
- Manage payroll for all City departments utilizing QuickBooks
- Utilize RVS Utility Billing System to complete water billing and customer accounts
- Serve as the City's grant administrator
- Manage grant funds
- Maintain records for all City business including but not limited to:
 - Council meeting minutes
 - Election sign up
 - Water and sewer records
 - Department of Natural Resources (DNR) reports
 - U.S. Environmental Protection Agency (EPA) reports.
- Update the City website with relevant and up to date information
- Provide general organization and cleaning of city hall building

Preferred Qualifications

- High school diploma or equivalent work experience
- Proficiency in Microsoft Word and Excel
- Experience with QuickBooks accounting software

Additional Position Information

- Council meeting attendance is required, the evening of the 2nd Monday of each month
- 11 paid holidays and 40 hours of paid sick/personal time is offered after 90 days of continuous full-time employment
- 40 hours of paid vacation is offered after six months of continuous full-time employment
- This position offers no health insurance or retirement benefits

Application Information

- Applications are available for pick up at Lancaster City Hall or can be found online at lancastermo.com/public-notices.
- Applications are due by October 25, 2023 at 4 p.m.
 - Drop off or mail applications to:
City of Lancaster
209 E Washington St.
PO Box 477
Lancaster, MO 63548
 - Email applications to cityhall@marktwain.net