**City of Peru – City Clerk-Treasurer**

The City of Peru is accepting applications for the full-time position of City Clerk-Treasurer. The City Clerk shall perform all the requirements for this position as provided by state statutes and city ordinances. The individual selected shall act as the primary support staff for the City Council and Mayor and is responsible for the maintenance, updating and keeping of all the records.

The City Clerk is responsible for but not limited to the following:

* Interact and respond to requests from the community
* Record and Maintain Attendance at Municipal Meetings
* Record and Maintain Minutes of Municipal Meetings and Publish Records
* Manage and maintain city records
* Licensing & permitting: Pet, Building Permits, Liquor Tobacco and other actions.
* Use the computer and Microsoft Office: Word, Excel, etc. to draft and compile correspondence and notices.
* Maintain Financials using QuickBooks Pro
* Other Duties as Assigned

The City Treasurer is responsible for but not limited to the following:

* Collect and deposit city funds and maintain accurate accounting records
* Record Financial Entries in QuickBooks Pro
* Other Duties as Assigned

The work is performed under the general direction of the Mayor with the Clerk-Treasurer exercising considerable independent judgment in the planning and execution of duties.

**Qualification & Requirements:**

The successful applicant should have general knowledge of accounting principles, practices, and procedures, strong QuickBooks background and current experience, the ability to maintain confidentiality, strong attention to detail, good organizational skills, excellent oral and written communication skills and be proficient with Microsoft Office Suite products.

Education: A minimum of 12 months experience as a city clerk and High School Diploma or Equivalent is Required. An Associate’s Degree or Bachelor’s degree in Public or Business Administration is preferred.

Required: A minimum of 12 months City Clerk experience or comparable training and experience. Six month’s current experience working with QuickBooks Pro or recent training/courses. Applicants are expected to attend continuing education and work toward completion of a Municipal Clerk Certification if they have not previously done so. Must be bondable.

The City of Peru provides potential partial benefits package including life insurance, possible stipend towards health insurance, PTO, vacation, and a competitive $25-$35 hourly wage based on experience and qualifications.

Please submit your resume and references to City of Peru, P.O. Box 369, Peru, NE 68421 or email to cityclerkcityofperu@gmail.com. The City of Peru is an Equal Opportunity Employer.