Village of Maskell Municipal Clerk and Treasurer

 This is a part-time position that requires 20 to 30 hours per month, but may require more during Budget preparation and grant work.

Duties and Responsibilities of Clerk/Treasurer

► Utilities:

 Prepare utility invoices for residents using Quickbooks, and send invoices out

 (currently ½ are sent to emails via QB and ½ are sent by postal mail);

 Send quarterly statements to residents showing payments received.

 Receives payments for utilities invoices and enter them into QB;

 Work with water operator [Jimmy Olander] on: location service requests; hydrant cleaning;

 and state reports.

 Work with trash collection (Gill Hauling) on: issues with collection; requests for new or

 more trash cans and once per year village cleanup – order of rolloff dumpster.

► Financial:

 Receive bills for Village (email and snail mail) and prepare checks to pay bills.

 Treasurer and Board Chair normally sign (2 signatures) each Village check, but

 Board Chair and another Board member sign checks to Clerk/Treasurer and

 Clerk/Treasurer signs checks to Board Chair.

 Reconcile bank statements with checkbook and prepare Monthly Reconciliation

 Statements.

 Prepare monthly Clerk’s Financial Report for Board meetings.

 Prepare Budget updates

 Work with Village accountant to provide all documents necessary for preparing the

 annual Budget and the annual Audit Waiver.

► Administrative:

 Prepare proposed agenda Friday before monthly Board meeting and email to Board

 members for change or additions.

 Publish proposed agenda on WEEBLEY website for Village of Maskell.

 Take minutes at all Board meetings.

 Prepare minutes after all Board meetings.

 Publish minutes on Village website and prepare condensed minutes for “Maskell News”

 which is mailed with utility bills.

 Prepare all state reports, including but not limited to: Lane Mile Report, Year-End

 Certification of Street Superintendent, and Municipal Annual Certification of Program

 Compliance.

► Streets

 Work with Matt Smith, Olsson Inc., Village Street Superintendent, on getting Notice of

 Yearly 1 & 6 Hearing Notice in Ponca newspaper.

 Have prepared 1 & 6 Resolution for Board action and signatures at 1 & 6 hearing.

Attend NMCA trainings or other approved trainings in order to earn the required hours of

 Clerks/Treasurers based on current state law.

SKILLS EXPERIENCE EDUCATION

Basic computer skills; Microsoft 365, QuickBooks Pro 2024; Weebley website publisher (easy).

Ability to file paperwork properly in Village files (paper and computer).

Ability to take notes during meetings.

Previous municipal clerk work preferred.

Education: High school diploma required. Some college or B.A. preferred.

All board meetings and public hearings require in-person attendance.

Computer work is remote, using Village computer and Village printer.

Must have own secure internet connection.

Salary: DOE

The Village of Maskell is an Equal Opportunity Employer.