

**Job Title:** Finance & Administrative Clerk

**Location:** Town of Galena

**Job Type:** Full-time

**Salary:** \$35,000 - \$40,000

**Job Summary:**

The Finance & Administrative Clerk is a crucial member of the Town of Galena team, responsible for ensuring the efficiency and fiscal soundness of the town's operations. This position involves a combination of administrative and finance-related tasks, requiring meticulous record-keeping, customer service skills, and a commitment to maintaining the town's financial health. The Clerk will be the custodian of various documents, including financial records, meeting minutes, public information requests, and more. This is a customer-facing role, and the Clerk will work closely with residents, Council members, and colleagues.

**Qualifications:**

- Bachelor's degree in finance, Business Administration, or related field preferred, but not required.
- Previous experience in finance and administrative roles.
- Proficiency in QuickBooks and MS Office Suite.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Detail-oriented with a commitment to accuracy.
- Ability to maintain confidentiality.
- Notary public certification is a plus.
- Ability to work in a team environment.

**Administrative Tasks:**

- Handle public record retention and Freedom of Information Act requests.
- Assist Zoning Coordinator with licensing and permits.
- Maintain proficient knowledge of the organization's history and programs.
- Assist in executing the Town of Galena's strategy.
- Respond to resident and business emails/phone calls and provide customer service to walk-ins.
- Manage office supply inventory.
- Prepare Mayor & Council Meeting Agendas, minutes, and assist in meeting preparation.
- Handle public notices.
- Prepare Town documents, proclamations, ordinances, text amendments, and speeches.
- Provide notary services.
- Administer Town Elections.
- Assist in planning and coordinating Town ceremonies, festivals, and events.
- Manage Events Coordinator and provide assistance when necessary.

**Finance Tasks:**

- Keep records of all financial, grant, and fund documents.
- Perform QuickBooks data entry and maintain the general ledger.
- Communicate with other governmental agencies.
- Generate reports, including W-2s, 1099s, 941s, MW507s, and Tax Sale Eligibility.
- Manage capital asset accounting and long-term loan management.
- Handle utility billing, management, and collections.
- Assist Code Enforcement with billing and collections.
- Support annual financial and insurance audits.
- Ensure compliance with Governmental Accounting Standards.
- Handle tax collection and reporting.
- Assist Grants Coordinator with grant funds accounting.
- Prepare annual budgets, track and report financial statements.
- Manage accounts payable and receivable.
- Approve and process financial applications and utility bill waiver requests.
- Reconcile monthly bank statements and prepare bank deposits.
- Retain subcontractor's W-9s and Certificates of Insurance.
- Process monthly & biweekly payroll, collect timesheets, and retain payroll documents.
- Maintain accurate and confidential employment records.
- Ensure legal compliance with labor laws and payroll.
- Assist Mayor and Council with recruitment and staffing as needed.
- Perform duties outside normal scheduled hours as required.

**How to Apply:**

Interested candidates should submit a resume and cover letter to [jcarroll@townofgalena.com](mailto:jcarroll@townofgalena.com) Please include "Finance & Administrative Clerk Application" in the subject line. Applications accepted until the position is filled.

The Town of Galena is an equal opportunity employer. We encourage candidates from all backgrounds to apply.