



## **EMPLOYMENT OPPORTUNITY**

The City of Mackay has an opening for the position of City Clerk/Treasurer. Under administrative direction from the Mayor, the Clerk/Treasurer directs, manages, and coordinates the activities and operations of the City including preparation and recording of the activities and decisions of the City Council and codification and maintenance of official City records; and provides support to the Mayor and City Council. This is a full time, exempt position with vacation, sick leave, and holiday benefits.

### **QUALIFICATIONS**

1. A post-secondary education degree/certificate with major coursework in business or public administration is desired, however experience in the bookkeeping / accounting field will be considered.
2. Experience as a municipal clerk preferred, but not required.
3. Excellent public interaction skills.
4. Experience with Microsoft Office software: Word, Excel, Access.
5. Experience with Quick Books and Quick Books Payroll.
4. Must be able to be certified as a Notary Public as soon as possible.
5. Must be Bondable.
6. Valid Idaho driver's license is required.

Complete job description is posted on the City of Mackay Official Website along with a job application at [www.mackayidaho-city.com](http://www.mackayidaho-city.com).

Drop off applications and resumes at Mackay City Hall or mail to City of Mackay, P.O. Box 509, Mackay, ID 83251-0509. This job will be posted until position is filled. Call 208-588-2274 if you have questions.