

Position for hire: **Lynd City Clerk/ Treasurer**

Location: **Lynd, MN.**

Telework eligible: **No**

Full/Part Time: **Full-time**

Who may apply: **Open to all qualified job seekers**

Date Posted: **1-22-2025**

Closing Date: **2-18-2025**

Hours: **Monday through Friday / 8:00am -4:30pm**

Salary Range: **\$24.00 – \$30.00 negotiable based on experience**

Veterans Preference: **Yes, automatic if declared**

**Background Check Required**

**Job Summary:**

- Accounting duties
- Administrative duties
- Human Resource duties
- Utility Billing
- Public Service duties

The City Clerk must work cooperatively with all City staff and the City council for the benefit of the City and the City residents.

**Minimum Qualifications:**

- High School Degree or equivalent; course work or experience with accounting/bookkeeping practices.
- Experience in the Public Relations field.
- Post-secondary course work in one or all the following
  - Accounting and Bookkeeping practices.
  - Business Administration.
  - Secretarial Practices.
  - Microsoft Office, Microsoft Word, Microsoft Excel, and willing to learn CTAS Financial and Payroll Software, Banyon Utility Billing Software.

**Benefits included:**

- Paid vacation
- 11 paid holidays each year
- Employee Medical
- ESST time 48 hours per year

**Resume and completed application required. Application can be found on Lynd City website [lynd.municipalimpact.com](http://lynd.municipalimpact.com) under Human Resources Employment Opportunities. For a complete job description please contact the city office at 507-865-4514 or by email. Resume and Application can be emailed to [cityoflynd@outlook.com](mailto:cityoflynd@outlook.com), mailed to City of Lynd, PO Box 86, Lynd, Mn 56157 or delivered to city office at 111 W. Railroad St, Lynd, Mn, Mon – Thurs 9am to 4pm.**

**Equal Opportunity Employer**