

The City of Oronogo is hiring a full time Treasurer/Prosecutor Clerk. Duties will include but are not limited to:

- Signs and approves Accounts Payable and Payroll checks on day received from City Clerk or Mayor.
- Reconcile Checking Accounts by the 10th of the month.
- Audits Cash Accounts to Cash and General Ledger Daily.
- Balance end of day deposit and send to bank and reconciles credit card payments in General Ledger and Bank.
- Performs all transfers and maintains restricted fund accounts in General Ledger by the 10th of the month.
- Responsible for maintaining SAM registration yearly.
- Double checks utility billing and prints all utility bills and mails out all of them at the end of month.
- Maintains all retention records and schedules, destruction of records according to schedule after approval by the Board of Alderman.
- Checks and signs off on all deposits and bank reconciliations made by the court.
- Submits ARPA report to State Treasury by April 30.
- Submit 6-month revenue and expense for publication in January and July of each year.
- Checks grant email daily for notification of funds being deposited.
- Serves as Prosecutor's Assistant and maintains adequate files for Prosecutor.

Performs other duties as assigned by the City Clerk and Board of Alderman.

Pre-employment drug screens and random drug screens are required. Must successfully pass a background check. City of Oronogo is an equal opportunity employer. Starting wage is \$16.00 an hour with paid health insurance, retirement, sick leave and vacation. Applications are online at oronogomo.org and can be dropped off Mon-Fri 8am-5pm or emailed to cityclerk@oronogomo.org. No phone calls please.