



CITY OF FINLAYSON - JOB OPENING

Position: City Clerk-Treasurer (Full-Time)

The City of Finlayson is seeking a detail-oriented, organized, and community-focused individual to serve as City Clerk-Treasurer. This position plays a vital role in ensuring the smooth day-to-day operations of city government and serves as the main point of contact between the public, city staff, and the City Council.

Key Responsibilities:

- Serve as the City's chief administrative officer, under the direction of the City Council.
- Prepare and maintain official records, council agendas, minutes, ordinances, and policies.
- Manage city finances, including budgeting, payroll, accounts payable/receivable, utility billing, and financial reporting.
- Act as the City's Treasurer, maintaining and reconciling accounts and coordinating with the auditor and financial institutions.
- Administer elections in compliance with Minnesota election law.
- Oversee and support the Deputy Clerk, and coordinate with other city staff and contractors (public works, fire, zoning, etc.).
- Provide excellent customer service to residents, businesses, and community organizations.
- Ensure compliance with applicable state and federal statutes, local ordinances, and city policies.

Qualifications:

- Experience in municipal government, public administration, finance, or a related field preferred.
- Strong organizational, financial, and communication skills.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Knowledge of Minnesota statutes relating to cities (or ability to learn quickly).
- Proficiency in Microsoft Office and QuickBooks (or similar).
- Ability to maintain confidentiality and handle sensitive matters with professionalism.

Hours & Compensation:

- Full-time position (40 hours/week).
- Office hours are generally M-F, 8AM-4PM
- Semi-monthly evening meetings, 6PM-9PM
- Pay range from \$28-\$32/hour; compensation based on qualifications and experience.
- Benefits include PERA (retirement), paid holidays (11), and paid time off.

How to Apply:

Submit a cover letter, resume, and completed city employment application to info@finlayson.gov, fax to (320) 281-0505, or stop by City Hall at 2217 Finland Ave, Mon-Fri, 8AM-2PM.