***To Apply for this position please send your resume and cover letter to*** ***abigail@oakleycity.com*** ***or submit***

***to the the Oakley City Offices at 960 W. Center Street. Thank you.***

Open Position: Oakley City Recorder, Deputy Treasurer

Status: Full-time

Reports to Oakley City Mayor

Salary Range: $17.00 - $25.00 hourly

**Essential Functions and Duties**

* Budgeting/Fiscal Policies
	+ Design, refine, and oversee the annual budget process
	+ Monitor city revenues and expenditures
	+ Ensure fiscal activities conform to statutory and generally acceptable accounting principles
	+ Manage accounts payable
* Maintain all city records, policies, and minutes
* Attend all City Council meetings (typically Wednesday evenings)
* Maintain city website
* Assist with the preparation of monthly, quarterly, and annual reports
* Provide customer service
* Grant and bond management
* Assists in scheduling Oakley rental facilities
* Assures all financial records are maintained with a high level of accuracy
* Process bi-monthly payroll and manage Human Resources for team of 15 employees (full and part time)
* Oakley Rodeo Celebration – along with the City Treasurer, takes care of ticket sales, assists in event execution, and coordinates with the City Council and the Rodeo Committee
* Fill in for City Treasurer as required
* Other duties as assigned

**Desired skills and qualifications:**

* Excellent communication and written skills
* Bachelor’s Degree or equivalent work experience
* Microsoft Office proficiency (Excel, Word, PowerPoint)
* Critical thinking and problem-solving skills
* Accounting skills