

Clerk/Recorder – Part-Time Opportunity

Levan Town, Utah

Levan Town is seeking dedicated individuals to join its municipal team in supporting community operations and services.

Position Summary

The Clerk is responsible for maintaining accurate municipal records, performing basic accounting functions, and handling day-to-day administrative operations. This role averages **20–25 hours per week** and offers **negotiable compensation**. While experience in municipal government or finance is helpful, it is not required. Candidates are expected to demonstrate professionalism, confidentiality, and initiative in carrying out their responsibilities.

Key Responsibilities

- Maintain accurate records of town activities and meetings, including attending meetings and transcribing minutes
- Handle accounting functions such as budgeting, auditing, general ledger management, balance sheets, and journal entries
- Manage cash handling and financial transactions according to municipal guidelines
- Communicate effectively with town officials, staff, and the public
- Organize, coordinate, and review office workflow to ensure operational efficiency
- Prepare and maintain documentation for audits and reconciliation
- Serve as records officer
- Write grant applications
- Complete quarterly and semi-annual state and federal reporting
- Exercise good judgment and problem-solving skills in completing tasks
- Maintain confidentiality of sensitive town information

Required Skills and Attributes

- Strong attention to detail and organizational skills
- Professional demeanor with a positive, helpful, and enthusiastic attitude
- Ability to take initiative, work independently, and handle multiple responsibilities
- Effective verbal and written communication, including transcription of meeting minutes
- Basic understanding of accounting practices
- Demonstrated ability to maintain confidentiality
- Must be able to pass background check and drug testing

Schedule and Compensation

- **Status:** Part-Time
- **Wage:** Negotiable based on experience and qualifications
- **Schedule:** Monday–Thursday
- **Location:** Levan Town, Utah, United States

How to Apply

Pick up an application at the office or email Levan Town at: office@levantown.com