



City of Bovey
Home of "The Picture Grace"
P.O. Box 399
Bovey, MN 55709
Phone: (218)245-1633

JOB POSTING

PART-TIME CITY CLERK

The City of Bovey is seeking a part-time city clerk (24-32 hours per week). This position is responsible for daily administration and operation of city affairs. Duties include accounting tasks related to accounts payable, accounts receivable, utility billing/payment processing and payroll; custodian of all official city records; administering city's elections; and management of municipal city licenses. This position also requires orchestration, attendance and minute taking of all council meetings & special hearings.

Minimum qualifications are experience in business finance/accounting and payroll. Preferred qualifications include experience in city government finance/accounting. Salary range is \$24 - \$29 per hour.

Please send resume and cover letter to City of Bovey, PO Box 399, Bovey, MN 55709 or email to jcasey@boveymn.gov . Please call (218) 245-1633 with any questions.