

The City of Winchester is seeking a dependable, detail-oriented professional to serve as City Clerk/Treasurer. This key administrative and financial position supports the Mayor and City Council, safeguards public records and municipal funds, and provides responsive service to residents. This is a full-time position, salary is based on experience, and the position is open until filled.

Compensation and Benefits

Salary is based on experience. The City provides health, dental, and vision insurance; retirement benefits; and vacation and sick leave benefits.

Key Responsibilities

- Prepare City Council agendas, attend meetings, record minutes, and maintain ordinances, resolutions, contracts, and other official records.
- Develop the annual budget for Council consideration and prepare accurate monthly, quarterly, annual, and regulatory financial reports.
- Receive, safeguard, account for, and disburse municipal funds; process payroll, taxes, claims, warrants, licenses, and approved fund transfers.
- Maintain bond, investment, election, permit, insurance, and risk-management records in accordance with applicable requirements.
- Coordinate required notices and publications, support elections and voter registration, respond to public-records requests, and assist residents at City Hall.
- Perform other administrative duties assigned by the Mayor or City Council.

Ideal Candidate

- Working knowledge of bookkeeping, payroll, records management, office administration, and municipal procedures.
- Ability to maintain complex and confidential records, meet statutory deadlines, communicate professionally, and exercise sound judgment.
- Strong attention to detail, organization, customer service, and written and verbal communication skills.
- Ability to work independently, manage competing priorities, and complete assignments with minimal supervision.
- Proficiency with standard office and financial software.

Education and Training

High school diploma or equivalent required. Business-school or college coursework in accounting, English, office administration, or a related field is preferred, along with substantial clerical or financial experience. An equivalent combination of education and experience may be considered. The selected candidate must complete required City Clerk/Treasurer, risk-management, tax, and other applicable municipal training.

How to Apply

Submit references to the City of Winchester, P.O. Box 245, Winchester, ID 83555, or by email to winchcty@connectwireless.us. The position is open until filled. For questions, call (208) 924-5358.

The City of Winchester is an equal opportunity employer. Employment is subject to applicable City policies and any required pre-employment screening.