Meadow Town
is accepting applications from Meadow Town residents
for the position of

# Meadow Town Clerk

Responsibilities include, but are not limited to the following:

- Attend monthly Town Council meetings, take accurate minutes, make all postings to the Utah Public Notice website, present administrative information at meetings
- Interface with Meadow Town Mayor, Town Council Members, Planning & Zoning Commission, hired staff, and Millard County officials and staff, fulfilling detailed tasks as requested.
- Clerk and Treasurer will work together to ensure that everything runs smoothly.
- Be trained on Pelorus and Xpress Bill Pay software
- Customer service
- Accounts payable
- Payroll
- Research and writing of ordinances and resolutions
- Collaborate with Meadow Cemetery sextonand cemetery customers in the decision making and purchasing of cemetery plots as well as cemetery certificates.
- Fiscal year budget and tracking
- Prepare for and coordinate with auditors for yearly financial audit.
- Coordinate with engineers, contractors and residents for building permits
- Provide support to Meadow Fire Department chief, including fiscal tracking of revenue and expenditures.
- Administration of elections, which includes collaboration with County Clerk's office
- Along with treasurer prepare and submit yearly and quarterly governmental reports
- Work with the treasurer and underwriters on renewal of multiple insurance policies
- Yearly tax preparation and declaration
- Other miscellaneous tasks and duties as assigned

Interested persons may obtain an application from Monica Dearden, 435-253-1155. In addition to the application, a resume and three references can be submitted to meadowtowncorp@gmail.com or taken to Mayor Lynette Madsen at her home. Any questions regarding this position can be directed to Mayor Madsen at 435-864-8787 This is an at-will position. Salary will be $800 per month. No benefits provided.

Applications will be accepted until December 31st at 5:00 pm.