

The Village of Innsbrook, Missouri is seeking a self-motivated individual with strong communication and clerical skills for the position of Village Clerk/Accounting Officer. This is currently a part-time to full-time position. The Village Clerk is an administrative position and reports directly to the Village Trustees. Village Clerk duties include: preparing meeting agendas, meeting minutes, resolutions and ordinances, records management and issuance of building permits and business licenses. Accounting Officer duties include: accounts payable, payroll and journal entries, bank reconciliations and generating financial reports. Familiarity with state statutes, municipal government, QuickBooks or other accounting software, Microsoft Office and website maintenance desired, understanding of fund accounting a plus.

Salary range \$15.00 to \$25.00 per hour depending on qualifications and experience.

To apply, please send resume to [blackstarconsulting.mo@gmail.com](mailto:blackstarconsulting.mo@gmail.com). All applicants will be kept confidential.