

**Employment Opportunity**  
**Village of Kenesaw**  
**Full Charge Treasurer/City Clerk**

Village of Kenesaw, Nebraska is seeking applications for an immediate Full-Time (40hrs) position opening as City Treasurer/Clerk- This position requires a strong understanding in general accounting practices to include GL, AP, AR, Budgeting & Audit Reporting. Good written, verbal and computer skills a must. Required knowledge of MS office applications as well as a basic understanding of QuickBooks software a plus. Applicant must be able to work self-directed, problem solve and be strong in customer service. As this is a leadership position, this position will oversee all the Village practices for financial, legal and community aspects of the town. This position is responsible for organizing and facilitating all City Board of Trustee Meetings and Public Hearings. This position reports directly to the Village Board of Trustees. A complete job description is available upon request or at [Kenesaw.org](http://Kenesaw.org). Wage is commensurate with experience and skills.

*Contact information about the position or for job application:*

Village Office 402-752-3222; Office -110 N Smith Ave., Suite A, Kenesaw, NE; [info@kenesaw.org](mailto:info@kenesaw.org);  
Website – [kenesaw.org](http://kenesaw.org) - under *Business, Documents, Employment Application*. Please remit all applications with resume and references to [info@kenesaw.org](mailto:info@kenesaw.org) or at PO BOX 350, Kenesaw, NE 68956. Position open until filled.