



Job Title: Deputy Town Clerk / Treasurer

Location: Hochatown, Oklahoma

Position Type: Full-time

Position Overview:

This is a unique opportunity to play a critical role in the beginnings of one of the most predominant tourism attractions in the State of Oklahoma. We're looking for someone willing to work in a fun and creative work environment focused on improving functions of municipal government. You won't find another work environment as unique as Hochatown!

The Town of Hochatown is competitive in pay and is seeking a skilled and dedicated individual to fill the role of Deputy Town Clerk / Treasurer. This position plays a crucial role in the efficient operation of the town government by managing administrative tasks, financial responsibilities, and providing support to various municipal functions. The ideal candidate will possess excellent organizational skills, attention to detail, and a commitment to upholding the highest standards of integrity and professionalism.

Key Responsibilities:

1. Financial Management:

- a. Works with Town Administrator and elected officials to develop a Town operating budget proposal.
- b. Administers Board-approved Town-wide budget including a coordinating role in CIP plans; prepares monthly statements (revenue and expenditure reports, balance sheets, and cash balances) to assist and advise department staff; and provides regular and other financial reports to the Board.
- c. Maintain accurate financial records, including accounts payable, accounts receivable, payroll, and budgetary expenditures.
- d. Prepare financial reports and statements for town officials, auditors, and regulatory agencies.
- e. Monitor cash flow, investments, and revenue collections to ensure fiscal stability and compliance with local regulations.

2. Administrative Duties:

- a. Coordinate town meetings, prepare agendas, post agendas, record minutes, and maintain official records of town proceedings.
- b. Maintains record of all ordinances and resolutions passed by the Town Board of Trustees.
- c. Manage correspondence, inquiries, and requests from residents, businesses, and government agencies.

- d. Oversee the issuance of licenses, permits, and certificates in accordance with town ordinances and regulations.
3. Human Resources Support:
 - a. Assist with personnel administration tasks such as employee benefits enrollment, timekeeping, and HR documentation management.
 - b. Collaborate with department heads to facilitate recruitment, onboarding, and training activities as needed.
 4. Legal Compliance:
 - a. Stay informed about relevant laws, regulations, and policies affecting municipal governance and finance.
 - b. Ensure compliance with statutory requirements for public records management, open meetings, and financial reporting.
 5. Town Treasury Management:
 - a. Safeguard town assets and investments, maintaining accurate records of all financial transactions.
 - b. Coordinate banking activities, reconcile accounts, and prepare deposits in accordance with established procedures.

Standard Duties of a Court Clerk:

In addition to the responsibilities outlined above, the Deputy Town Clerk / Treasurer may also perform duties typically associated with a Court Clerk, including but not limited to:

- Managing court scheduling, docketing, and case file maintenance.
- Processing court filings, fees, fines, and restitution payments.
- Coordinating with judges, attorneys, law enforcement agencies, and other stakeholders involved in legal proceedings.
- Providing administrative support during court proceedings, including recordkeeping and courtroom logistics.
- Assisting with the preparation and distribution of court orders, summonses, and other legal documents as required.

Qualifications:

- Bachelor's degree in accounting, finance, public administration, or a related field is preferred but not required.
- Previous experience in municipal government, finance, or court administration strongly preferred.
- Proficiency in financial management software, Microsoft Office Suite, and other relevant technology platforms.
- Strong communication, interpersonal, and customer service skills.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Commitment to maintaining confidentiality, impartiality, and ethical conduct in all aspects of the role.

Compensation:

- Salary based on experience and education.

The Town of Hochatown is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.

Interested candidates should submit a resume, and professional references to Adam@Hochatown.gov.

Applications will be accepted until the position is filled.