

The City of Crescent is conveniently located along State Hwy 74, just 30 minutes north of Oklahoma City and Edmond, and 15 minutes East of Guthrie in Logan County, Oklahoma. The City covers 1 square mile and has a population of approximately 1,530. The City operates under a Council-Manager form of government. The Council, composed of the Mayor and four City Council members, appoints a professional City Manager, who in-turn hires and manages the City Clerk and all other City staff.

The City of Crescent is seeking an experienced government accounting specialist/bookkeeper to be its next City Clerk/Treasurer. The City Clerk performs an advanced level of administrative duties. This position serves as the custodian of the corporate seal, official maps, records, ordinances, resolutions, minutes, and related materials and documents of the City. Performs duties related to the fulfillment of Open Records requests. As assigned by the City Manager, prepares reports and coordinates projects/processes. Assists the City Manager in budget development helps administer the budget and strategic plan for the City Clerk's Office. Routinely performs bookkeeping functions, responsible for insuring ledger entries are made timely and accurately. Duties involve the use of initiative, discretion, independent judgment in the conduct of correspondence, special projects and related activities based on knowledge of administrative policies and procedures. Work involves routine contact with citizens, elected officials and other city personnel. Assignments are received in the form of general outlines and desired results. The employee is expected to develop methods and routines. Exercises trustworthy service, courtesy, tact and diplomacy in dealing with the public, City Council members, and city employees. Work can be of a highly confidential nature and involves the skilled use of a computer. Works under assigned supervision.

The ideal candidate must have knowledge of a specialized field (however acquired), such as basic governmental accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience. Knowledge and ability to use various software applications required including MS Office, Quickbooks, payroll systems, databases, and spreadsheets. Experience with CIC (government accounting software) is preferred. The salary range for this position is \$35,000 to \$55,000 depending on qualifications and experience, including generous benefits package.

Email Resume and Application (found on the City Website: "[www.cityofcrescent.com](http://www.cityofcrescent.com)" under the staff tab) to [rwallace@cityofcrescent.com](mailto:rwallace@cityofcrescent.com) or mail to:

City Manager

City of Crescent

PO Box 561

Crescent, Ok 73028