

# **JOB OPENING**

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## **City of Tecumseh Deputy City Clerk**

The City of Tecumseh has an immediate opening  
for the position of Deputy City Clerk

Candidates should have a strong accounting background and have proficient computer skills, especially in Microsoft Word and Excel. A degree in Accounting or Business is desired, but commensurate experience will be considered.

The Deputy City Clerk is responsible for assisting with all financial transactions of the City. Responsibilities include budget preparation, journal entries, fund transfers, capital expenditures, pay City bills, street reports, miscellaneous licenses, audit functions, deposits, reconciliations, and various other responsibilities, including some utility and economic development tasks.

This position requires extensive accounting and customer service skills. Attention to detail is required. Complete job description is available at Tecumseh City Hall.

**Applications are due by Wednesday, March 7, 2018**

**Send resume to:  
Tecumseh City Hall  
c/o Lisa Beethe, City Clerk  
PO Box 417, Tecumseh, NE 68450**