

Position Announcement



The City of East Helena is recruiting for a Full-Time City Clerk/Treasurer

This position primarily performs supervisory, administrative, and bookkeeping duties which require attention to detail, accuracy, timeliness, and fiduciary trust. The work is performed in an office setting during normal office hours and is also required outside normal office hours for regular and special council meetings, public hearings, training sessions, and workshops. This position requires travel to attend related meetings, training, and conventions. This position is required to deal with occasional conflict situations and the general public in a professional manner and maintain confidentiality of sensitive information.

Successful applicants must meet the following minimum requirements: be at least 18 years of age, must be a U.S. citizen, must have earned high school diploma or equivalent, must possess (or be able to obtain) a valid Montana Driver License; communicate verbally and in writing, read written material, operate a computer and standard office machines, make daily operational and administrative decisions; prepare annual budgets, meeting minutes, fee assessments, and related reports; and perform light physical labor which may include lifting and moving documents and equipment weighing as much as 25 pounds. Three or more years of experience in bookkeeping, financial administration, or general office administration is preferred.

Starting salary is \$65,000/year DOE with additional benefits to include:

- Employee health, dental, and vision insurance
- Vacation, sick leave, and holiday pay
- Participation in the Montana Public Employee Retirement System

A complete job description for this position is available under Job Opportunities at www.easthelenamt.us. A completed City of East Helena application form must be submitted to apply for this position. Application forms and the job description can be downloaded from the [Job Opportunities page](#) at easthelenamt.us or obtained at City Hall – 306 East Main Street – East Helena, Montana. For more information, please contact the City of East Helena at 406-227-5321 or cityclerk@easthelenamt.us.

**Applications for City Clerk/Treasurer candidates must be received by
4:00 p.m. on Friday, April 24, 2026**

The City of East Helena is an equal opportunity employer.