

Mendon City Position Opening

For: Mendon City Recorder

Posting Date: Tuesday, September 2, 2025

Closing Date: Tuesday, September 9, 2025 at 12:00 PM



Mendon City Recorder Requirements (include, but not limited to the following):

- Must be a Mendon City Resident
- Keep and manage city records
- Attend monthly City Council Meetings (Planning and Zoning Meetings when applicable)
- A working knowledge of Word and Excel
- Willing to learn Caselle and/or other billing software
- Adjust and prepare monthly resident utility bills
- Fulfill reimbursement requests
- Accept and pay bills for the city
- Submit monthly and quarterly Federal and State reports
- Prepare yearly budget
- Budget submissions to the State of Utah
- Submissions of appropriate reports for W4 employees to the State of Utah
- File new hire and entity reports with the State of Utah
- Payroll
- Submit monthly 941 tax reports
- Prepare and submit bill expenditures bimonthly
- Prepare monthly expense reports for City Council
- Finalize fiscal year expenses and prepare reports for yearly audit
- Oversee all Mendon City Elections
- Oversee all Mendon City Annexations

This position will require at least 10-15 hours per week. Working hours are negotiable; however, the recorder must be available for city residents through posted hours, appointments and/or phone calls.

Compensation will be determined.

This position is appointed by the mayor and approved by the Mendon City Council.

Resumes may be submitted through:

Email: cityclerk@mendoncityutah.gov

Physical Mail: Mendon City Attn: Clerk PO Box 70 Mendon, UT 84325

The clerk's office: Tuesday and Thursday 8:00 AM – Noon and 5:00 PM – 7:00 PM

For more information, call or text the Mendon City Clerk at 435-753-3449