

# Times Vedette

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## City Clerk/Treasurer

### Description

Strong computer skills, knowledge of Microsoft Word and Excel, financial background with General Ledger, Utility Billing, Payroll and Accounts Payable experience. Knowledge of gWorks, Simple City municipal accounting is preferred, a graduate of Iowa Municipal Clerk's Institute or the ability to complete within three (3) years of hire.

Responsible for annual reports, online filings, budget preparation, agendas, council meetings and minutes, complying with official certifications, publications and communications requirements, processing and printing utility bills, processing payments, manage website and social media updates and other city duties as assigned by Mayor or Council. Must be able to be bonded and pass a drug test.

### Job Benefits

Benefit include IPERS, Health, Dental and Life Insurance, paid vacation, holidays and sick time. Salary: Depending on Qualifications.

### Contacts

Applications accepted until position is filled.

The City of Redfield is an Equal Opportunity Employer.

Any questions can be directed to City Hall at 515-833-2512 or [dlight@redfieldia.com](mailto:dlight@redfieldia.com)

Submit a resume with cover page to: City of Redfield, PO Box 127, Redfield, IA 50233

### Hiring organization

City of Redfield

### Employment Type

Full-time

### Date posted

September 18, 2024

### Valid through

31.10.2024