

## **CITY Treasurer / Clerk**

### **Gilman, Iowa**

Gilman, Iowa, population approximately 509 is looking for a self-motivated, intelligent, and flexible individual to join our team and enhance our community as the next City Treasurer/Clerk.

### **Position Objective**

The successful candidate will have experience with budgeting, and financial management, Microsoft Office, proficient computer skills and be an ethical, creative, responsive and a team player. The next City treasurer/Clerk shall be a skilled communicator.

### **Responsibilities**

- Expected working hours of up to 40 hours, portions to include Public Clerk's office hours.
- Duties will include clerical tasks related to the administration and operation of Treasurer /City Clerk.
- Other duties include accounts payables, payroll and maintaining City accounting records.
- Continued education and the ability obtain the "Clerk Certificate" by Iowa Municipal Finance Officers Association.

### **Education & Experience**

A bachelor's degree is desired, with coursework in public administration, business management, accounting, finance, business management or administration, economics, or related field Experience.

A preference for three (3) years of comparable organizations; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Qualified candidates that do not meet the above criteria are still encouraged to apply. All applications will be reviewed.

### **Salary and benefits**

- A minimum starting wage of \$17.00/hour is being offered for this position
  - Pay will be determined by Council after evaluating Education & Experience.
  - qualifications will be presented
- Holidays, Vacation, and Personal Sick Leave
- Health Insurance
- IPERS retirement benefits

### **Additional Information**

Applications will be accepted until position is filled. A cover letter, resume, and 3 professional references should be sent to: Gilman City Council, 128 N Main St, Gilman, IA 50106 or via Email: [gilclerk@partnercom.net](mailto:gilclerk@partnercom.net)