

### City Clerk / Treasurer

The City of Quimby is accepting applications for a part-time City Clerk / Treasurer.

Responsibilities include preparing council agendas, minutes, municipal records management, accounts receivable and accounts payable, utility billing, budgeting and payroll. Computer experience necessary. Weekly hours to be determined. Salary based on qualifications and experience. Send resume to City of Quimby, PO Box 187, Quimby, IA 51049. Deadline for applications is January 21, 2022. The City of Quimby is an Equal Opportunity Employer.