

The city of Grinnell, IA (population 9,564) seeks to hire an Accounting Technician. The Accounting Technician works under the direction of the City Clerk/Finance Officer. Duties will include but are not limited to processing accounts payable, preparing accounts receivable invoices, processing receipts from City departments, work in Microsoft Excel using formulas, verifying accounting and payroll information, processing and recording cemetery lot sales and backup for payroll. Applicant must possess a valid driver's license and be insurable under the city's insurance policy.

The beginning salary will be dependent on the individual's experience and qualifications. The starting rate is \$21.25/hour with a total compensation package of an additional \$14.64/hour. The selected applicant will be required to complete a post job offer physical, drug, & background screen. The position requires the individual to be a non-tobacco user. Within one year of being hired, the individual will be required to reside no more than 15 miles from the Grinnell Public Safety Building. Additional information is available at www.grinnelliowa.gov or at City Hall. Send cover letter, resume, and completed job application to Ann Wingerter, City Clerk/Finance Director, 520 4th Avenue, Grinnell, Iowa 50112 by 4:30 p.m. on May 31, 2022. E.O.E.