



Bondurant

Life Connecting

Administrative Services Coordinator

The City of Bondurant, Iowa is accepting applications & resumes until **4:00 p.m. on July 7, 2022**, for the position of Administrative Services Coordinator. Salary range is from \$48,488 to \$64,650 DOQ. A growing community located in the central Iowa; Bondurant has a population of approximately 8,000. The position is under direct supervision of the Finance and Employee Services Director and coordinates financial accounting and reporting activities. This position processes accounts payable, fields correspondence from vendors, process payroll, performs bank reconciliation, maintains employee files, assists in maintaining source documentation for regulator and grant compliance, calculates and processes journal entries, including sinking funds, assists in the preparation of the budget, TIF certificates, and annual reports, and guiding and onboarding Administrative Specialist series positions, as well as other duties as assigned. May occasionally work nights, evenings, or weekends. This full-time position is compensated on a salary basis.

Bachelor's Degree in related field required. Direct experience in the field may be substituted for education in a two for one year ratio. Valid driver's license required. Must be bondable.

Full position description and application is available at: www.cityofbondurant.com. Applications & resumes should be submitted **by 4:00 p.m. on July 7, 2022: electronic submissions preferred. Please note in the transmittal of your resume if Veterans preference is requested.**

City of Bondurant – Jene Jess, Finance and Employee Services Director

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