

CITY CLERK

The City of Atlantic, IA (Pop. 6,792) is accepting applications for City Clerk. Knowledge of principles and methods of public finance, including fund accounting, budgetary control, taxation, and revenue management. Shall be bondable, a high school graduate, experience as a City Clerk, Deputy Clerk, or Finance Officer is preferred. Experience with gWorks SimpleCity Accounting Software highly desired, but not required. Job description available upon request. Position is full-time, exempt. Salary will be competitive and dependent on qualifications. Competitive Benefits package. Direct questions to the Personnel & Finance Committee Chair, Elaine Otte at elaineotte@cityofatlantic.com or call (712) 249-1761. Send resume to Elaine Otte, Personnel & Finance Committee Chair, 23 East 4th Street, Atlantic, IA 50022. Rolling applications will be accepted and interviews scheduled for desired candidates. Position will remain open until filled. EOE and ADA compliant and inclusive employer. Residency within City limits will be a requirement of employment.