

RECRUITMENT: City Clerk/Finance Director

City of Grinnell, Iowa

The City Clerk/Finance Director manages, directs, and evaluates the financial operations of the city. The position monitors expenditures and revenues, maintains general ledger and balancing of accounts. Additional responsibilities include oversight of payroll, maintaining capital projects records, ensures the proper collection of revenue due the city, and prepares financial reports. Prepares the department budget and monitors overall budget administration. Supports human resources functions including records management and employment policies. Performs City Clerk functions including agenda preparation and City Council records and minutes. The position administers a \$47 million FY 25 budget and oversees the investment of the community's \$20 million fund balance. The position is hired by the City Council; however, they delegate day-to-day management to the City Manager.

Grinnell is the largest community in Poweshiek County - population of 9,564, located adjacent to Interstate 80, forty minutes east of Des Moines and sixty minutes west of Iowa City. Grinnell is a full-service community with ample dining, retail, recreation, sporting, employment, cultural, and entertainment options. Grinnell is home to Grinnell College, nationally recognized as a leading undergraduate institution. The incumbent City Clerk/Finance Officer is retiring after 20 years of service to the community. Grinnell has enjoyed stability in its management team and elected leadership.

View the full job description at [Job Postings • Grinnell, IA • CivicEngage \(grinnelliowa.gov\)](#).

Minimum Qualifications: High school diploma or equivalent with an associate degree in accounting, business, public administration, or closely related field. Bachelor's degree is preferred. Candidates should have five years of relevant experience in public administration or an extensive accounting background. Strong writing skills, organizational effectiveness, desire to work as part of a team, and proven record of accomplishment is strongly desired. Certification as an Iowa Municipal Clerk preferred.

Salary Range: \$93,000 - \$120,000 based on qualifications plus generous benefit package estimated at an additional \$51,000 annually.

Grinnell is an equal opportunity employer committed to attracting and retaining qualified individuals. No applicant shall be discriminated against based on race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, veteran status, religion, creed, or disability.

Applications accepted until Friday, August 2, 2024, or until the position is filled. Please direct questions and submit cover letter with resume to Grinnell City Manager Russell L. Behrens at rbehrens@grinnelliowa.gov