

City Clerk Job Advertisement

Full-Time City Clerk

The City of Glenwood is seeking a dedicated and meticulous Full-Time City Clerk with a strong background in payroll administration and accounts payable.

Responsibilities include management of accounts payable and payroll processing, maintaining meticulous financial and administrative records, and preparing for, attending, and taking minutes for City Council meetings. Full job description available on city website.

Qualifications:

- Bachelor's degree in HR, accounting, business/public administration, or a related field; OR a high school diploma and 4 years of directly related experience, with a significant portion focused on payroll and accounts payable.
- Demonstrated proficiency in Microsoft Office and Google applications, particularly Excel for financial tracking.
- Exceptional attention to detail and accuracy, especially in financial record-keeping.

Pay range starts at \$23-\$26/hr, depending on qualifications. Health insurance, dental, and IPERS are offered. For more information, please contact cityadmin@cityofglenwood.org or visit our website at www.cityofglenwood.org. EOE