



## EMPLOYMENT OPPORTUNITY

**The City of Anamosa, Iowa  
is seeking a detail-oriented  
and fiscally responsible  
municipal finance clerk who  
has excellent communication  
skills and is committed to  
providing timely, accurate,  
clear, and complete financial  
information to other city  
departments, citizens, and  
the City Council for the  
purpose of making informed  
financial decisions to serve  
as the next City Clerk.**

City of Anamosa  
107 S. Ford Street  
Anamosa, IA52205  
Office: 319-462-6055  
Fax: 319-462-6081  
Web: [www.anamosa-iowa.org](http://www.anamosa-iowa.org)

## **CITY CLERK**

The City of Anamosa (pop. 5,450) is seeking a detail-oriented and fiscally responsible municipal finance clerk to serve as City Clerk.

Anamosa operates under a Mayor-Council form of government with a 6-member Council and elected Mayor. Anamosa is a full government service community with seven departments including City Hall, Police, Fire, Streets, Utilities (Water & Wastewater), Library, and Parks & Recreation.

Under the direct supervision of the City Administrator, the City Clerk is responsible for overseeing the organization's financial reporting, accounting, utility billing, budget development, payroll, investments, record-keeping, public meetings, and related activities.

### **Required Qualifications:**

- High school diploma or equivalency.
- Associate's degree in accounting, finance or related field.  
(Or combination of post-secondary accounting certification and municipal finance experience)
- Prior public employment experience in a similar position.
- Practical knowledge of bookkeeping, accounting, and auditing.
- Ability to compile and analyze financial reports.
- Practical knowledge of municipal office procedures and practices.
- Must be able to work with confidential information.
- Proficient in Microsoft Office applications/programs.
- Excellent verbal and written communication skills.
- Comfortable with public speaking and able to establish effective working relationships with the public and fellow employees.
- Well-organized and skilled in time management, prioritization, scheduling, and meeting deadlines.
- Must be able to attend evening meetings.
- Valid Iowa driver's license.
- Shall be bondable.
- Shall obtain IMFOA Municipal Clerk & Finance Officer certifications.

### **Preferred Qualifications**

- Bachelor's degree in accounting, finance, or related field.
- Five years of related experience in a public organization serving a city with a population greater than 2,500.
- Knowledge of zoning, permitting and cemetery administration.
- Current IMFOA certification.
- Experience with ERP Pro 10/Incode (Tyler Technologies) public accounting system.

**Starting salary will be \$63,000-\$69,000 per year DOQ/DOE.**

Interested parties should submit resume, cover letter, and City employment application to Anamosa City Hall or via email to [anamosa.employment@gmail.com](mailto:anamosa.employment@gmail.com).

**Deadline to apply: Friday, September 5, 2025**

For additional information please contact  
Jeremiah Hoyt, City Administrator  
Email: [jeremiah.hoyt@anamosa-ia.org](mailto:jeremiah.hoyt@anamosa-ia.org)  
Phone: (319)462-6055

## City of Anamosa - Job Description

Full-Time  
FLSA Exempt

### **Identification**

Position Title	City Clerk
Department	Administration
Immediate Supervisor	City Administrator

### **Job Summary**

Under the direct supervision of the City Administrator. Responsible for processing accounts payable, accounts receivable, and maintenance of vendor records. Oversee the central filing system and perform record-keeping duties. Perform secretariat duties on behalf of the Administration Department. Attend and perform duties associated with City Council meetings. Maintain effective communication with the public, employees, and vendors (direct/electronic/phone). Process and work with confidential information and record keeping.

### **Principle Job Duties and Responsibilities**

#### **Accounts Payable:**

- Sort/review/prepare all invoices to be processed with corresponding statements.
- Prepare and enter all vouchers to be paid into the financial system.
- Prepare and distribute checks for accounts payable.
- Verify that all budgeting/accounting entries are prepared properly.
- Maintain vendor data and enter new vendors into accounting software.
- Enter invoices into accounting software (council, library, consumer deposit refunds, and manual checks).
- Upon approval, accurately process checks with corresponding invoices, stamp invoices paid, and file in current fiscal year accounts payable files.
- Maintain current and previous fiscal year accounts payable files, to include year-end disposal and archival procedures.
- Scan accounts payable journals into electronic file system and maintain hardcopies for a period of at least one year.
- Mail/process W-9 TIN forms.
- Prepare bi-monthly accounts payable paid claims report for city council meeting packet and newspaper publication.
- Responsible for daily cash register operations and bank deposits.

#### **Accounts Receivable:**

- Process payments as received. (i.e., interest, property tax, LOST, RUT, etc).
- Generate invoices as needed.
- Research and resolve account discrepancies.
- Coordinate collection activities to ensure repayment of past due balances.

**Other Financial Duties:**

- Complete bank records and monthly reconciliation reports.
- Open/sort/disburse mail for accounts payable.
- Assist with special projects such as reporting, research, budgeting, and year-end close out.
- Reconcile petty cash as needed.

**Central Filing Duties:**

- Establish and maintain central filing and records retention system.
- Collaborate with the City Administrator to update and maintain the standard operating procedures and policy manual for the Administration Department.
- Maintain Proofs of Publication to be scanned and filed to digital document storage.

**Secretariat Duties:**

- Ensure that legal documents are properly executed by arranging for signatures, certifications, and recordings.
- Ensure that legal requirements are met regarding public notices, publications and posting of city business.
- Organize and maintain office records, reports, and correspondence.
- Gather and prepare information/documentation for the City Administrator and City Council.
- Coordinate the scheduling of required public meetings.
- Assist the City Administrator with the preparation and publication of meeting agendas and related documents.
- Prepare and facilitate timely publication of hearing notices according to public notice requirements.
- Attend City Council meetings, record minutes, and maintain accurate records of meeting minutes, resolutions, and ordinances.

**Miscellaneous Duties:**

- Assist the Deputy City Clerk with payroll, planning, zoning, building, licensing, and permitting duties.
- Assist the Utility Billing Clerk with utility billing duties.
- Provide internal support to the City Administrator and, as necessary, to the directors of other City departments.
- Communicate via telephone, mail or directly; furnishing requested information or referring to appropriate personnel as necessary.
- Perform general clerical duties (i.e. copying, scanning, faxing, mailing and filing).
- Perform other duties as assigned.

**Physical and Environmental Conditions**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Typically, the City Clerk will work within a busy office setting. However, the City Clerk will occasionally be required to travel locally, from building to building, and attend various functions and meetings, both locally

and outside of the city. While performing the duties of this job, the City Clerk is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The City Clerk is frequently required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.

### **Required Qualifications**

- High school diploma or equivalency.
- Associate's degree in accounting, finance or related field.  
(Combination of post-secondary accounting certification and municipal finance experience may be considered in lieu of a degree)
- Prior public employment experience in a similar position
- Practical knowledge of bookkeeping, accounting, and auditing.
- Ability to compile and analyze financial reports.
- Knowledge and experience of municipal office procedures and practices.
- Must be able to work with confidential information.
- Proficient in Microsoft Office applications/programs (Outlook, Word, Excel, etc.).
- Excellent verbal and written communication skills.
- Must be comfortable with public speaking and have the ability to establish effective working relationships with the public and fellow employees.
- Well-organized and skilled in time management, prioritization, scheduling, and meeting deadlines.
- Must be able to attend evening meetings.
- Valid Iowa driver's license.
- Shall be bondable.
- Shall obtain IMFOA certification as a Certified Municipal Clerk & Finance Officer.

### **Preferred Education, Experience, and Certification**

- Bachelor's degree in accounting, finance, or related field.
- 5 years of related experience in a public organization serving a city with a population greater than 2,500.
- Knowledge of zoning, permitting and cemetery administration.
- Current IMFOA certification as a Certified Municipal Clerk & Finance officer.
- Experience with ERP Pro 10/Incode (Tyler Technologies) public accounting system.

### **Residency Requirement**

Residency within the City of Anamosa is preferred but not required. Must live within an hour's driving distance of the corporate limits of Anamosa.

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*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*



# Employment Application

(PLEASE PRINT)

Qualified applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or hardship.

Date of Application: \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Employment Agency ☐ Other

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone Number (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_  
area code

Have you filed an application here before? Yes No Date \_\_\_\_\_

Have you ever been employed here before? Yes No Date \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No

Are you a citizen of the United States? ☐ Yes ☐ No If not, do you possess an Alien Registration Card? ☐ Yes ☐ No

If not, do you possess an Alien Registration Card? ☐ Yes ☐ No If yes, give Registration Number \_\_\_\_\_

Are you available to work? ☐ Full Time ☐ Part Time ☐ Temporary ☐ Regular

Are you on lay-off and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Do any of your friends or relatives, other than your spouse, work for the City of Anamosa? ☐ Yes ☐ No

If yes, list name(s) \_\_\_\_\_

Have you been convicted of a misdemeanor or felony within the last 7 years? ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a moving traffic violation in the last 3 years? ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

## Employment Experience

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities.

<b>Employer</b>	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			
<b>Employer</b>	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			
<b>Employer</b>	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Give name, address and phone number of three references not related to you.

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **Military**

Are you a veteran of the U.S. military service? ☐ Yes ☐ No

If yes, what was your Branch of U.S. military service? \_\_\_\_\_

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## **Education**

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities.				

Honors Received: \_\_\_\_\_

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*Summarize your office experience.* List specific duties and responsibilities. List finance experience and also computer office software that you have had training and/or experience using (i.e. Excel, Word, Powerpoint, etc.). Outline tasks that you performed using the various software. Explain office experience that you have had dealing with filing, organizing, and contact with the public. If necessary use the back side of this page.

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## ADDITIONAL INFORMATION

### **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### **Specialized Skills**

_____ PC	_____ MS Office Professional	_____ MS Outlook
_____ Excel_	_____ Word	_____ Access
_____ Power Point	_____ Calculator	_____ Fax
_____ Email	_____ Internet	

State any additional information you feel may be helpful to us in considering your application.

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## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Anamosa, whether the said records are of a public, private or confidential nature, including criminal histories. The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Anamosa. I also certify that any person(s) who may furnish such information in good faith concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Anamosa from any and all liability which may be incurred as a result of collecting such information.

**I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.**

A photocopy and/or fax of this release form will be valid as an original thereof, even though the said photocopy/fax does not contain an original writing of my signature.

**I have read and fully understand the contents of the "Authorization for Release of Personal Information".**

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Signature of applicant:

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Date:

*The City of Anamosa is an equal opportunity employer.*

**City of Anamosa—Applicant's Statement**

I certify that answers and information given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview \_\_\_\_\_ Yes \_\_\_\_\_ No

Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Dept. \_\_\_\_\_

Hourly/Salary Rate \_\_\_\_\_

By: \_\_\_\_\_

Name and Title

Date