



City of Ankeny Iowa Accounting Clerk - PT

SALARY	\$27.84 - \$37.36 Hourly	LOCATION	410 W 1st St, Ankeny
JOB TYPE	Full Time	JOB NUMBER	00655
DEPARTMENT	Finance	OPENING DATE	09/03/2025
CLOSING DATE	9/28/2025 11:59 PM Central		

Function

The City of Ankeny is accepting applications for a part-time Accounting Clerk in our Finance Department. This position performs under supervision to maintain accounts payable, accounts receivable, and cash receipt activities; maintain related records; and perform related work as required.

The starting salary is **\$27.84 - \$32.23 per hour** depending on relevant experience.

PT Work schedule (25 hours/week):

Monday - Tuesday - Wednesday: 9:00 am - 4:30 pm (1/2 hour lunch included)
Thursday: 9:00 am - 1:00 pm

Deadline to apply is **Sunday, September 28, 2025**. Please apply online at www.AnkenyIowa.gov/jobs. Interested candidates must complete an application online and attach a current resume and cover letter. Pre-employment drug screen and background check required.

Principal Duties and Responsibilities

- Processes invoices and purchase orders.
- Processes accounts payable paperwork including balancing vendor statements, opening and sorting accounts payable mail, matching invoices with purchasing paperwork, reviewing account codes, preparing paperwork for departments, maintaining accounts payable files, and data entry.
- Gathers data for a variety of financial reports requiring application of accounting principles and judgment.
- Prepares schedules, reports, and work papers for bi-weekly City Council meetings, annual financial audit, and other related activities.
- Issues receipts, reconciles revenue and prepares bank deposits of revenues collected.
- Develops and maintains spreadsheets for financial recording.
- Conducts internal audit functions when assigned, reviews and analyzes accounts, records, financial statements, internal controls and fiscal procedures.
- Coordinates and orders necessary purchasing and accounts payable forms and supplies.

Entry Requirements and Skills

Requires Associates degree in Accounting and two years of account clerk experience or the completion of some college level accounting coursework and four years of account clerk experience.

Ability to understand governmental accounting; ability to establish and maintain effective working relationships with co-workers and the public; ability to read and post numerical data with speed and accuracy, ability to operate standard office equipment, ability to understand and follow departmental policies and routines, and ability to deal tactfully with the public.

WORKING CONDITIONS:

- Works in office environment.
- Required to perform daily bank depositing. Must have a valid driver's license and personal vehicle.

PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be insurable.
- Must be able to hear a normal conversation.
- Must be able to speak at normal rate of conversation.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>

Accounting Clerk - PT Supplemental Questionnaire

***QUESTION 1**

Please choose what best describes your college education:

- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ None

***QUESTION 2**

What field is your degree in? If no degree, enter none.

***QUESTION 3**

How many years of experience do you have as an account clerk?

- ☐ One (1) year of work experience
- ☐ Two (2) years of work experience

- ☐ Three (3) years of work experience
- ☐ Four (4) years of work experience
- ☐ Five (5) + years of work experience

***QUESTION 4**

After reviewing the part-time work hours, are you available to work the PT schedule?

- ☐ Yes
- ☐ No

*** Required Question**