

City of Red Oak, Iowa – City Finance Manager-Clerk

The City of Red Oak is seeking an experienced Accounting Professional to serve as City Finance Manager-Clerk. This full-time position plays a key leadership role in managing the City's finances and overseeing the administrative operations of City Hall.

Strong accounting and financial management skills are essential — including general ledger, bank reconciliations, accounts payable/receivable, billing, payroll, and financial reporting. Clerk and administrative functions can be learned on the job, but solid accounting ability is required from day one. Experience in the public sector or a non-profit setting is a plus.

Compensation & Benefits:

- Minimum starting salary: \$55,000 (may be higher depending on qualifications)
- Excellent benefits package, including IPERS retirement, health, dental, and vision insurance, as well as paid sick leave, vacation, holidays, and more.

https://city.redoakiowa.com/business/city_hall/employment_opportunities/index.php

Position open until filled; first review of applications is November 4, 2025.

To apply, submit a cover letter, resume, and completed City application to:

Lisa A. Kotter, City Administrator

Email: redoakadmin@redoakia.city

Or deliver to: City Hall, 601 N. 6th Street, Red Oak, IA 51566