



*GRATITUDE IN LOOKING BACK,  
EXCELLENCE REACHING TOMORROW*

105 SE 2ND ST; BOX 29; GILBERT, IOWA 50105  
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## OPEN POSITION

The City of Gilbert, Iowa (population 1,211) is accepting applications for a full-time City Clerk/Treasurer to join our team. Under the general direction of the Mayor and Council, the City Clerk/Treasurer is responsible for overseeing the organization's financial reporting, accounting functions (utility billing, A/P, A/R), budget management, payroll, investments, record-keeping, public meetings and related activities.

Skills needed include but not limited to:

- Responsible for the safe custody and management of all City's financial assets (cash, investments, equipment, property, etc.) in accordance with the law and as advised by the City Council.
- Manages full-cycle budgeting process (monthly/annually): preparation, timely expenditure review and administration as required by law. Prepares and submits financial reports as required by appropriate state/federal agencies and the City Council.
- Prepares for and attend required City meetings such as Council, Planning & Zoning. Record minutes, and maintain accurate records of meeting minutes, resolutions, and ordinances. Provide support to other City boards and commissions as needed.
- Prepare and facilitate timely publication of hearing notices according to public notice requirements such as council packets, publication of meeting agendas and related documents.
- Coordinates review and prepares required financial documentation for annual audits performed by third party vendors.

Working Conditions:

- This is a full-time position with daily onsite office hours. This position requires the attendance of regular onsite evening meetings and occasional weekend work may be required as duties demand. This position frequently interacts with the general public throughout the day along with face-to-face interactions during public council meetings. This job operates in a professional office environment. The role routinely uses standard office equipment.

Qualifications needed but not limited to:

- Must be 18 years of age or older.
- Education – 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).
- Practical knowledge of municipal office procedures and practices.
- Must be able to work with confidential information.
- Valid driver's license.

- Basic computer skills, MS Office Knowledge
- Must be able to pass a background test and drug/alcohol screening.

For more information about this opportunity or to see a full job description, please email Sonia at [sonia@cityofgilbertiowa.org](mailto:sonia@cityofgilbertiowa.org) .To be considered for this position, email a cover letter and resume to [sonia@cityofgilbertiowa.org](mailto:sonia@cityofgilbertiowa.org) .

This position will be posted until December 12, 2025.