**Application Process**
Submit a cover letter, resume, and at least three (3) professional references via email to:
**Robins City Clerk**
cityclerk@cityofrobins.org

**City of Robins, Iowa**
***Job Posting***
**Municipal Accounting Clerk**
**Application Deadline: April 6, 2026**

The **City of Robins** is seeking a detail-oriented and dependable **Accounting Clerk** to join the City Hall team. This permanent **part-time position (approximately 30 hours per week)** supports the City Clerk and plays an important role in the City's daily financial and administrative operations.

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**Position Overview**
Under the direction of the City Clerk, the Accounting Clerk performs a variety of accounting, clerical, and administrative duties. Responsibilities include maintaining financial records, assisting with payroll and accounts payable/receivable functions, and supporting general office operations. This position also provides customer service to residents and assists other City departments as needed.

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**Key Responsibilities**
- Enter financial data and maintain records in the City's municipal accounting software
- Record invoices and assist with accounts payable and accounts receivable
- Assist with payroll processing
- Answer phones and assist residents and vendors with inquiries
- Prepare correspondence, reports, and maintain organized filing systems
- Support the City Clerk with administrative and financial tasks
- Provide assistance to other City departments as directed

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**Minimum Qualifications**
- Associate's degree in **Accounting, Business, or Finance** and **two (2) years of municipal accounting experience**, **or Four (4) years of municipal accounting experience**
- Equivalent combinations of education and experience may be considered.

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**Desired Skills and Abilities**
- Knowledge of financial recordkeeping principles and accounting practices
- Proficiency with **Microsoft Office (Word, Excel, Outlook)** and accounting software
- Strong organizational and record-keeping skills; Ability to maintain confidentiality and exercise sound judgment
- Ability to handle multiple tasks and interruptions in a busy office environment
- Professional communication skills and ability to work effectively with the public, City staff, and elected officials

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**Additional Requirements**
- Valid and unrestricted **Iowa Driver's License**
- Must be **bondable** according to City policy
- Flexibility to attend occasional evening meetings or events when required

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## Compensation & Benefits
- $28+ per hour, DOE
- FLSA Non-Exempt, non-contracted position
- IPERS eligible
- Professional development assistance

**Schedule:** Part-time, approximately 30 hours per week
**Posting Dates:** March 6 – April 5, 2026

**Scan to view job and apply on Indeed**

The **City of Robins** is an Equal Opportunity Employer.