



Accepting applications for:

Hourly Accounting Assistant

Finance Department / Accounting Division

Application deadline: Friday, April 17, 2026

Visit www.icgov.org/jobs to apply online

Variable daytime hours totaling 15 hours per week
Office Hours: Monday, Wednesday, Friday, 8:00am – 1:00pm

Wage: \$15.00 per hour

Job summary:

Under general direction, assists with monthly reconciliations and basic monthly duties. Assists with the City's annual audit, data requests and compilation of statistics. Under direct supervision, conducts testing for internal audits of various financial policies. Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers. Performs all other related duties as assigned.

Minimum qualifications:

High school diploma or equivalent preferred. Junior or Senior Accounting major or master's program student preferred. Demonstrated experience with work or projects requiring attention to detail and organizational skills required. Requires basic understanding of Generally Accepted Accounting Principles and/or governmental accounting standards. Should have competency with Microsoft Office products, specifically Excel. Must have excellent communication skills, be reliable and willingness to learn. Must pass criminal background check.

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the PSLF website for more information: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-repayment-plans>.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: March 26, 2026

