

The City of Remsen, Iowa is accepting applications for the position of City Clerk/City Administrator.

This leadership position is responsible for overseeing the daily administrative and financial operations of the City and Municipal Utility, including budgeting, payroll, human resources, financial management, utility billing, customer service, records management, and support to the City Council and Utility Board. The successful candidate will also supervise staff, prepare meeting agendas and official records, and ensure compliance with all applicable local, state, and federal regulations.

Qualifications:

- Bachelor's degree or experience in Accounting, Business Administration, Management, Public Administration, Finance, or a related field preferred.
- Strong leadership, communication, organizational, customer service, and computer skills required.
- Experience in governmental accounting, budgeting, payroll, and municipal operations is preferred.

The City of Remsen offers a competitive salary and excellent benefits package. To apply, submit resume to: rachel@remseniowa.org