

City Clerk/Treasurer

The City of Williamsburg, Iowa (pop. 3,346) is accepting applications for the City Clerk/Treasurer position. Reports to the City Manager. Responsible for day-to-day operations of the city. Ideal candidate must have strong organizational skills, excellent oral and written communication skills, and knowledge of local government operations including budget and finance, must be bondable. Bachelor's degree in accounting or equivalent experience required. Salary DOQ. This is a full-time position with a benefit package. A pre-employment physical, drug test and background check may be required prior to employment. Application and job description is available at City Hall, 210 W. State St, Williamsburg, IA or online at www.williamsburgiowa.gov. Return applications to: Aaron Sandersfeld, City Manager, City of Williamsburg, PO Box 596, Williamsburg, IA 52361 or email to asandersfeld@williamsburgiowa.org. Phone 319-668-1133 with questions. Position open until filled. The City of Williamsburg is an equal opportunity employer. The law prohibits discrimination in hiring due to age, race, color, creed, sex, national origin, religion, disability, or veteran's status.