

City of Shell Rock is seeking a full-time City Clerk/Treasurer

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the city government.

Responsibilities include: accounts payable, accounts receivable, payroll, payroll taxes, pension, utility billing, preparing annual budget and financial reports, customer service, serving as custodian of official City records and public documents, performs certification and recording for the City as required on legal documents and other records, serving as Co-Zoning Administrator, Flood Plain Administrator, and Secretary to the City's Board of Adjustment and Planning and Zoning Commission, and as a Notary Public.

Candidate should have the following qualifications:

Education and Experience:

High School Diploma or Associates Degree; and

Two (2) years of related experience; or

Any equivalent combination of education and progressively responsible experience; and demonstrated experience with accounting, bookkeeping, and/or record keeping.

Valid Iowa Driver's License.

Must be bondable.

Ability to obtain or actively working to obtain Clerk Certification through the Iowa League of Cities.

Necessary Knowledge, Skills and Abilities:

Extensive knowledge of office practices and procedures; proficient with Word and Excel, ability to multi-task and meet deadlines, possess excellent oral and written communication skills, ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public, and the ability attend a minimum of one night meeting per month, and others as needed.

Starting salary \$50,000 to \$60,000 depending on qualifications, health, dental, vision, and long-term disability insurance, vacation, sick pay, holiday pay, and IPERS retirement.

Accepting applications with cover letter and resume until March 15, 2023. The City of Shell Rock is an Equal Opportunity Employer.

Contact for more information:

City Hall: 319-885-6555
802 N. Public Rd., P.O. Box 522
Shell Rock, IA 50670
cityofsr@butler-bremer.com