**JOB OPENING**

**FULL-TIME CITY CLERK - CITY OF GRAND MOUND**

Duties include but are not limited to: Answer telephone and greeting customers at City Hall, providing assistance as needed. Attend City Council meetings every month and special meetings as required. Records and publishes minutes as required by law and answers questions from council members. Responsible public hearing notices, resolutions, most ordinances, agendas, etc. as needed. Resolves computer-related issues, i.e. upgrades and operating system changeovers. Receives bank statement from the bank; reconciles with computerized receipts and disbursement records. Prepares and monitors annual budget, input changes and prepares budget amendments as needed. Prepares financial reports including monthly closing entries, balance sheet, cash receipts, disbursements, annual financial statements, road use tax report, bond report, and insurance audit annual report. Responsible for preparation of payroll and payroll tax reports; makes payroll tax deposits monthly. Prepares W-2's, 1099's and annal year end payroll reports. Prepares monthly utility billing and final utility billing for residents, including processing late notices and turning off water if necessary. Post daily utility cash receipts to customer accounts and maintain customer records. Issue licenses and various permits as required by City or State Code. Responsible for all City filing and record keeping. Coordinates city, general and special elections. Reserves, records and collects fees for City shelter reservations. Handle customer questions concerning utility billing and other issues. Ability to analyze challenging administrative processes. Must be able to work independently and have strong multitasking skills. Possess excellent customer service and computer skills. Must be able to attend council meetings as necessary (nighttime). Ability to work in a high stress environment. High School Graduate or equivalent required. Some college or 3 years' experience preferred in Accounting, Finance, Business Administration, or other related programs of study.

**Salary: $18.00 - $23.00**

**Benefits: Health, dental, vision, IPERS, Vacation and PTO**

**Full time position, 5 days per week. Hours to be discussed during the interview process.**

Application with resume should be submitted by November 13th 2026, 12:00 PM, to:

***Grand Mound City Hall 615 Sunnyside St. • PO Box 206 • Grand Mound, IA 52751***

or emailed to gmcityclerk@gmail.com

Application forms are available at City Hall. Also available on our website

*The City of Grand Mound is an EOE*