ACCOUNTING CLERK/ADMINISTRATIVE ASSISTANT

The City of Jefferson, IA (Pop. 4,276) is taking applications for a full-time Accounting Clerk/Administrative Assistant. This person will be responsible for assisting in the preparation of the City’s annual operating budget, preparing and filing of federal and state financial reports, providing monthly financial reports, grant and bond management and helps coordinate the annual financial audit. Participates in general accounting duties of accounts receivable and accounts payable and assists with utility collections. Submit cover letter, resume and application at Jefferson City Hall, 220 N. Chestnut, Jefferson IA 50129, Attention City Administrator. A full job description and application can be downloaded at www.cityofjeffersoniowa.org

Benefits: Iowa Public Employees Retirement System (IPERS) and major medical.

Salary $38,000 - $45,000.

Closing date: Wednesday, February 26, 2020, 5:00 PM.

The City of Jefferson is an Equal Opportunity Employer.