



CITY OF
REDFIELD

808 First Street • Box 127 • Redfield, Iowa 50233-0127
515.833.2512

City of Redfield City Clerk/Treasurer

The City of Redfield is seeking an organized and motivated person to apply for the City Clerk/Treasurer position. This is a full-time position, 40 hours per week. The candidate must have strong computer skills, knowledge of Microsoft Word and Excel, and a financial background with General Ledger, Utility Billing, Payroll and Accounts Payable experience. Knowledge of gWorks, Simple City municipal accounting is preferred, a graduate of the Iowa Municipal Clerk's Institute or the ability to complete within three (3) years of hire.

This position is responsible for annual reports, online filings, budget preparation, agendas, council meetings and minutes, complying with official certifications, publications and communication requirements, processing and printing utility bills, processing payments, manage website and social media updates and other city duties as assigned by the Mayor or Council. Must be able to be bonded and pass a drug test.

Benefits include IPERS, Health, Dental, and Life Insurance, paid vacation, holidays and sick time. Salary DOQ. Applications accepted until position is filled. The City of Redfield is an Equal Opportunity Employer. Any questions can be directed to City Hall at 515-833-2512 or dlight@redfieldia.com

Submit a resume with cover page to:

City of Redfield
P. O. Box 127
Redfield IA 50233