

HELP WANTED  
Part Time City Clerk

The City of Grand Mound is accepting applications for a part-time clerk.

Applications are available at [www.cityofgrandmound.org](http://www.cityofgrandmound.org).

Please submit the application by email to [gmcity@gmtel.net](mailto:gmcity@gmtel.net) or by placing the application in the dropbox at City Hall located at 615 Sunnyside Street, Grand Mound IA 52751. The starting wage will be determined based upon experience.

Applications accepted until the position is filled.

**Duties:** Payroll, Utility Billing, Accounts Payable, Human Resources, Bank Reconciliation, General Ledger Accounting, Financial Reporting, Technical duties related to Google Drive, Adobe, Simple City (GWorks), Website Administration, Excel, Local, State, and Federal Municipal Reporting, minutes, ordinances, resolutions, Community Center Rentals, Evergreen Cemetery record keeping, plot locating, and plot sales, form processing, grant reporting, permit processing, filing, citizen inquiries, Budgets, and other duties as assigned.

Posted 01/11/2025