

Job Title: City Clerk

Status: Part-Time / Hourly (Approx. 20 hours per week)

Reports To: Mayor and City Council

Location: Vincent, Iowa

Position Summary:

The City of Vincent is seeking a motivated and organized individual to serve as City Clerk. The City Clerk performs administrative, financial, and clerical duties to support the operations of the City and ensure compliance with state and local regulations. This role is vital in maintaining accurate city records, assisting the public, and supporting the Mayor and City Council in the efficient management of city affairs.

Essential Duties and Responsibilities:

Serve as the official custodian of city records, ordinances, resolutions, and meeting minutes.

Prepare agendas, record minutes, and publish notices for City Council meetings.

Manage city correspondence, permits, and public requests for information.

Maintain and reconcile financial records, including accounts payable, receivable, payroll, and utility billing.

Prepare monthly financial reports and assist with the annual budget process and audit preparation.

Process payments and receipts for city utilities and other city services.

Oversee recordkeeping for city licenses, contracts, and insurance documentation.

Assist in the preparation of reports and submissions required by state or county agencies.

Provide general customer service to residents and coordinate with vendors, contractors, and city departments.

Perform other duties as assigned by the Mayor or City Council.

Qualifications Required:

High school diploma or equivalent.

Strong organizational and communication skills.

Proficiency with Microsoft Office (Word, Excel) and general computer skills.

Attention to detail, accuracy in recordkeeping, and ability to work independently.

Ability to interact professionally with the public, council members, and other officials.

Preferred:

Previous experience in municipal administration, bookkeeping, or office management.

Familiarity with state and local government operations and accounting practices.

Certification as a Municipal Clerk or willingness to obtain certification (IMFOA training supported).

Work Schedule & Compensation:

Part-time position; flexible schedule with some evening meetings required.

Compensation commensurate with experience and qualifications.

How to Apply:

Submit a cover letter, résumé, and at least two references to:

City of Vincent – Mayor and Council

104 Arthur Street, PO Box 298

Vincent, IA 50594

or via email to: vincentmayor@wccta.net

Applications will be accepted until the position is filled.