

City of Auburn City Clerk/Financial Officer

The City of Auburn has an opening for full-time City Clerk/Financial Officer. This is a full-time position 32 – 40 hours per week, Monday – Thursday 8:30 am to 4:30 pm.

The position requires strong organizational and computer skills including knowledge of Microsoft 365, Excel, and experience with gWorks is a plus but not required. Candidates should also have strong customer service skills along with financial background, billing, payroll, and accounts payable/receivable experience. This position is responsible for Annual Reports, online filings, preparing budgets and agendas along with minutes and other city duties. Qualifications and additional job information can be found on www.auburniowa.net under job openings. Candidates must sign a release to obtain a criminal background check.

Pay is based on training and experience and will range from \$20 to \$24 per hour. Wage increase is possible after 90-day evaluation. Benefits include IPERS, AFLAC, Life Insurance, and City paid family health, dental, and vision insurance.

Application and job description is available online at www.auburniowa.net or pick up an application packet at Auburn Library, 209 Pine Street, Auburn, Iowa 51433.

Submit application and resume to City of Auburn, PO Box 238, 209 Pine Street, Auburn, Iowa 51433 or email cityclerk@auburnia.net

Applications Due by December 29th 4 p.m.

The City of Auburn reserves all rights to accept or reject any application. The City of Auburn is an Equal Opportunity Employer. The City Clerk/Financial Officer position will remain open until filled.

City of Auburn

Job Title- City Clerk / Financial Officer

Job Summary

City management including but not limited to supervising all city departments, supervise all city projects and perform all financial functions as required by City Council policy, State Statue and City Code.

Primary Duties

Supervises and reviews all work performed by all city department and management of all city finances and utility billing. Works alongside of or independently from other City employees. Advisor and informant to the city council and mayor, with ability to maintain and implement new ideas and changes.

The duties of the job would include, but are not limited to these areas:

1. Reconcile monthly bank statements with computerized receipts/disbursement. Monitor cash balance and make necessary transfers. Complete monthly clerk's treasurer's report, monthly revenues, expenditures by program and other monthly accounting reports.
2. Prepares financial reports including annual finance report, annual street report, quarterly sales tax report, motor fuel tax report and all other reports required by law.
3. Enter accounts payable invoices into computer, issue payment and sign checks for council approved expenses.
4. Responsible for preparing payroll and payroll tax reports and deposits, printing/distribution of annual employee w-2s and 1099s and maintaining employee files and records.
5. Prepare monthly utility billing, late notices and 24-hour disconnect notices. Post payments received and make bank deposits. Handle customer questions concerning utility billing account.
6. Develop proposed budget and amended budgets to present to Council. Work with department heads to assemble projected revenues, expenditures, and salary requirements into City budget. Complete budget and certification of taxes.
7. Facilitate application/issue permit/collect fees/make deposits associated with liquor licenses, beer permits, cigarette permit, animal licenses and other permits/licenses/fees required by City/State.
9. Invests City funds to assure safety of funds while providing for reasonable interest earnings in a manner consistent with City investment policy. Maintain list of investments and report quarterly to Council.
10. Keep a register of all Bonds and Notes outstanding and record all payments of principal and interest if applicable.
11. Prepares and distributes agenda and supporting documentation for agenda items, financial reports and correspondence to City Council and post agenda in required locations.
12. Attend and records all activities of all City Council meetings and other official city meetings as needed. Prepare and publish minutes and public hearings as required by law.

13. Maintain all ordinances, resolution, minutes, and other permanent records of the City and assures they are available for public use. Record ordinances/ resolutions and official documents with the recorder's office as needed.
14. Authenticates, signs, and certifies City records, ensuring legal requirements are met in regard to public notices, publications and codification.
15. Keep record of all appointments including terms and expiration of terms.
16. Enter/maintain accurate information into the financial and utility billing software programs. Run regular backups of information and update software regularly.
19. Prepare, edit, and distribute monthly newsletter as needed.
20. Responsible for general office duties including photocopying, filing, pickup and distribution of mail, ordering supplies, answering phones and assisting customers and staff as needed.
21. Maintain reservations and collect fees for use of the Park Shelter House and the Community Building.
23. Develop and oversee projects as designated by Council/ Mayor.
24. Attend necessary training classes and seminars to remain current on information needed for performance of the job, obtain and/or maintain State Certification.
25. Maintain and manage the City's insurance policies.
26. Recommends short- and long-range maintenance and capital improvement projects that will improve city function and economic development.
28. Created and enforce City Council approved policies
29. Supervise City Employees on daily tasks and special projects

Minimum Education, Experience and Certification:

- Required Education: Graduation from high school or GED.
- Preferred Education: Associates Degree in accounting, finance or public administration.
- Required Experience: Must have some experience in accounting or public administration or combination of experience and training that provides the required knowledge, skills and abilities. Computer Experience in Word, Excel and other software programs.
- Shall be bondable.
- Shall generally be available for off-hour emergencies.
- Subject to pre-employment and drug testing.

Working Hours:

Monday – Thursday 8:30 am – 4:00 pm

Employment Standards

- Knowledge of principles and practices of municipal accounting including General Ledger, taxation and revenue management, clerical methods, forms, techniques and record maintenance, standard office procedures and practices.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to compile and analyze financial reports.
- Ability to analyze difficult administrative problems, develop solution alternatives and present sound conclusions and recommendations.

- Ability to adapt to change smoothly, be organized and able to plan and make efficient use of time.
- Must have computer knowledge and able to type 40+ WPM.
- Must be State Certified through the Iowa Municipal Finance Officer Association (Certification will be at City expense.)

Equipment used:

Computer, printer, phone, calculator, typewriter, fax/scan and copy machines, sound recording equipment, digital camera and other misc. equipment. Does perform minor maintenance activities on equipment.

Physical/ Mental Requirements

- Must be able to occasionally lift objects weighing up to 40# and carry them up to 25 feet unassisted.
- Must be able to sit, watch, talk or listen for prolonged periods of time.
- Must have the ability to concentrate on tasks involving math calculations, analysis, interpretation, organization and planning in an environment with constant interruptions and produce extreme accuracy and attention to detail. This is a position with moderate to high stress levels based on customer demands, accuracy requirements, time pressures and people and project management.
- Must understand and follow all employee conduct policies.
- Must be able to understand and properly follow directions from supervisors.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

Iowa is an “at will” employment state. Employment is terminable at will, at any time, with or without cause, either by an employee or the city, regardless of the length of employment or the granting of benefits of any kind. The City’s personnel policy and/or job descriptions shall not be construed to give rise to a contractual agreement for employment.

Updated 09/14/2020

City of Auburn Application for Employment

PLEASE PRINT OF TYPE

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the City of Auburn.

Position(s) applied for _____ Date of Application ____/____/____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone (____) _____ Other Phone (____) _____ Social Security _____

Have you ever been employed here before? _____ Yes No

Are you legally eligible for employment in this country? _____ Yes No

Date available to begin work _____ / ____ / ____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to meet the attendance requirements of the position? _____ Yes No

Have you been convicted of a crime in the last seven (7) years? _____ Yes No

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT, EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Driving license number if driving is essential job function _____ State _____

Educational Background IF JOB-RELATED

NAME AND LOCATION	YEARS COMPLETED	YEAR OF GRADUATION		MAJOR COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER				

Employment History

Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE / SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE / SALARY START \$ PER FINAL \$ PER	

FROM	TO	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE / SALARY	

FROM	TO	START \$	PER	FINAL \$	PER
		EMPLOYER	TELEPHONE		
		()			
JOB TITLE		ADDRESS			
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
REASON FOR LEAVING		HOURLY RATE / SALARY			
		START \$	PER	FINAL \$	PER

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

References

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE CITY OF AUBURN'S SERVICE WHENEVER IT IS DISCOVERED.

I GIVE THE CITY OF AUBURN THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE CITY OF AUBURN AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

I UNDERSTAND IT IS THE CITY OF AUBURN'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR REASONABLE ACCOMODATION AS REQUIRED BY THE ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

IF I AM HIRED, I UNDERSTAND THAT I MAY RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE CITY OF AUBURN RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE CITY OF AUBURN OTHER THAN AN AUTHORIZED OFFICER, HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY. I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

THE CITY OF AUBURN DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM THE CITY OF AUBURN AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____/____/____

I would like the City Council to go into close session to discuss my application.

Signature _____ Date ____/____/____

OFFICE USE ONLY
 Signature of Director _____ Position Appointed _____
 Hire Date _____ Starting Wage _____