

City of Auburn

Job Title: City Clerk / Financial Officer

Job Summary

Under the direction of the City Council and Mayor, the City Clerk serves as the chief administrative and financial officer of the City. This position is responsible for municipal financial management, supervision of city operations and projects, recordkeeping, regulatory compliance, and administration of City Council policies in accordance with State Statute and City Code.

Primary Responsibilities

The City Clerk performs the following duties, including but not limited to:

Financial Management & Reporting

1. Reconcile monthly bank statements with computerized receipts and disbursements; monitor cash balances and make necessary transfers.
2. Prepare monthly Clerk/Treasurer reports, revenue and expenditure reports, and other required financial statements.
3. Prepare and file required reports including the Annual Financial Report, Annual Street Report, Quarterly Sales Tax Reports, Motor Fuel Tax Reports, and other reports required by law.
4. Process accounts payable, issue payments, and sign checks for Council-approved expenses.
5. Prepare payroll, payroll tax reports and deposits; issue W-2s and 1099s; maintain employee payroll files and records.
6. Develop proposed and amended budgets; collaborate with department heads to prepare revenue and expenditure projections; complete budget certification and tax filings.
7. Invest City funds in accordance with City investment policy; maintain investment records and provide quarterly reports to Council.
8. Maintain a register of all outstanding bonds and notes and record all principal and interest payments.
9. Maintain and manage the City's insurance policies.

Utility Billing & Customer Service

10. Prepare monthly utility billing; issue late notices and disconnect notices; post payments and prepare bank deposits.
11. Respond to customer inquiries regarding utility accounts and other City services.

Licensing & Permits

12. Process applications, issue permits, collect fees, and deposit funds related to liquor licenses, beer permits, cigarette permits, animal licenses, and other required permits or licenses.

Council & Administrative Support

13. Prepare and distribute Council agendas, supporting documentation, and financial reports; post agendas as required by law.
14. Attend and record all City Council meetings and other official meetings; prepare and publish minutes and public hearing notices as required.
15. Maintain official records including ordinances, resolutions, minutes, and permanent City documents; ensure public access as required by law.
16. Authenticate, sign, and certify official City documents; coordinate required publications and codification.
17. Maintain records of appointments, terms, and expirations.
18. Enter and maintain accurate data in financial and utility billing software; perform routine backups and updates.

Administrative & Operational Duties

19. Supervise City employees in daily tasks and special projects.
 20. Oversee and manage City projects as designated by Council or Mayor.
 21. Recommend short- and long-range maintenance and capital improvement projects.
 22. Create and enforce Council-approved policies.
 23. Maintain reservations and collect fees for use of City facilities, including the Park Shelter House and Community Building.
 24. Prepare social media postings and public communications as needed.
 25. Perform general office duties including filing, answering phones, mail processing, ordering supplies, and assisting residents.
 26. Attend training and seminars as required; obtain and maintain State certification.
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Minimum Education, Experience & Certification

Required Education:

- High school diploma or GED

Preferred Education:

- Associate degree in accounting, finance, public administration, or related field

Required Experience:

- Experience in accounting, bookkeeping, municipal administration, or a combination of training and experience that provides the required knowledge and skills
- Proficiency in Microsoft Word, Excel, and other office software

Additional Requirements:

- Must be bondable
- Must be available for occasional off-hour emergencies
- Subject to pre-employment background check and drug testing
- Must obtain and maintain State Certification through the Iowa Municipal Finance Officers Association (certification provided at City expense)

Employment Standards

- Knowledge of municipal accounting principles including General Ledger, taxation, and revenue management
 - Ability to compile and analyze financial reports
 - Strong organizational, time management, and problem-solving skills
 - Ability to analyze administrative issues and recommend sound solutions
 - Ability to establish and maintain effective working relationships with Council, staff, and the public
 - Ability to work efficiently with frequent interruptions
 - Typing proficiency of 40+ words per minute
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Working Hours

Monday – Thursday, part-time
(Hours may vary based on City needs.)

Equipment Used

Computer, printer, phone, calculator, copier/scanner, recording equipment, and other standard office equipment. Minor equipment maintenance may be required.

Physical & Mental Requirements

- Ability to lift up to 40 pounds and carry up to 25 feet unassisted
 - Ability to sit for prolonged periods
 - Ability to perform detailed financial and analytical work with high accuracy
 - Ability to manage moderate to high stress related to deadlines, financial accuracy, public interaction, and project management
 - Ability to understand and follow policies and supervisory direction
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Disclaimer

This job description is not intended to limit the responsibilities of the employee to those duties listed above. The employee may be required to perform other duties as assigned by City management. Responsibilities may vary based on operational needs and individual capabilities.

Employment with the City of Auburn is “at will” in accordance with Iowa law. Employment may be terminated at any time, with or without cause, by either the employee or the City. Nothing in this job description or personnel policy shall be construed as creating a contractual employment agreement.