

Help Wanted: Part Time City Treasurer/Deputy Clerk

December 9, 2020

The City of Livermore, Iowa is seeking to fill the position of City Treasurer/Deputy Clerk. This is a part time position with an average of 15 – 20 hours per week. Residency must be in or approximately 15 minutes of the City limits.

Pre-employment drug test, physical, HS diploma or GED required. Salary DOQ. EOE and Drug Free Work Place. Application is available at City Hall or on the City's website at www.livermoreiowa.org. Submit completed application to City of Livermore, PO Box 16, Livermore, IA 50558 or email to livermore@trvnet.net. Applications accepted until position filled.

Benefits: IPERS retirement, some Holiday and Vacation pay.

Required Qualifications, Knowledge, Skills and Abilities:

- Strong customer service skills needed - ability to work well with other city employees and city residents in person or on the phone.
- Ability to keep City Hall business confidential.
- Attention to detail with customer accounts, reports, ordinances and finances. Documentation is very important.
- Ability to plan ahead so projects are completed in a timely manner. Good organizational skills.
- Good communication skills are necessary.
- Ability to work independently.
- Bookkeeping experience preferred.
- Experience with or ability to learn Microsoft Office programs. (Word, Excel, Outlook, Publisher).
- Ability to learn City software programs.
- Ability to become a Notary Public.

Job Duties and Responsibilities:

- Bank reconciliations
- Utility Billing
- General Ledger Accounts
- Accounts Receivable and Payable
- Revenue, Expense and Treasurer's Reports
- Performs duties related to delinquent accounts
- Facebook updates
- Clean City Hall and shovel snow as needed.
- Other clerical work necessary in assisting the City Clerk.
- Many miscellaneous duties not limited to the above.