

**City of Spillville, Iowa is
Accepting applications for a
City Clerk**

The City of Spillville is accepting applications for the City Clerk/ Utility Billing position. Must be self-motivated and able to multi-task and work with the public. Job duties include: accounts payable, accounts receivable, financial reports, payroll, council and other meeting minutes, budget preparation, ordinances, resolutions, utility billing and general office management. The position includes working with QuickBooks/ClerkBooks, Word and Excel. Hours are flexible and will vary from 15 to 30 hours per week. The salary includes IPERS and will be based on qualifications and experience. Applications are available at City Hall, the Spillville Public Library and online at Spillville.org. Applications will be accepted until September 30, 2023. Please send application and resume to:

City of Spillville

PO Box 276

Spillville IA 52168

The City of Spillville is an Equal Opportunity Employer.