

The City of Winthrop is seeking candidates to fill the City Clerk position. Candidates must be detailed oriented, possess strong computer skills, knowledge of Microsoft Excel and Word. Candidates should have strong customer service skills, financial background, utility billing, payroll and accounts receivable/payable experience. Benefits include IPERS and monthly stipend in lieu of health insurance. Position is full-time/32 hours (start/stop times flexible). Competitive hourly wage based on qualifications. Applications and job descriptions can be found at [www.cityofwinthrop.com](http://www.cityofwinthrop.com) or picked up at City Hall, 354 W Madison, Winthrop, IA. Submit applications to City of Winthrop, PO Box 98, Winthrop, IA 50682 or email to [info@cityofwinthrop.com](mailto:info@cityofwinthrop.com). Applications due January 5th, 2026. Position open until filled. Interviews of qualified candidates may occur during application period, with a decision shortly after application deadline. The City of Winthrop reserves the right to accept or reject any application. The City of Winthrop is an equal opportunity employer with veteran's preference.

**JOB DESCRIPTION ON NEXT PAGE**

### **CITY OF WINTHROP JOB DESCRIPTION**

**Title:** City Clerk

**Status:** Full-time

**Department:** Administration

**FLSA:** Non exempt

**Reports to:** Mayor

**Last Updated:** 12/01/2025

The City of Winthrop is seeking an experienced full-time (32 hours) City Clerk. Responsible for operations including, but not limited to, clerical, generation of and compilation of reports, utility billing, accounts receivable/payable and payroll processes. Provides administrative assistance to citizens, city staff, Mayor, City Council and others. Associated degree in accounting or related accounting administration experience preferred; relevant experience may be substituted for education.

#### **ESSENTIAL DUTIES:**

##### **Customer Service; As Primary Point of Contact Representing the City:**

1. Answer phone and forward messages to correct person (s).
2. Check email. Respond or forward messages as needed.
3. Assist Citizens with requests.
4. Retrieve and process mail.
5. Sign for packages.

##### **Communication**

1. Keep Mayor and Council informed on current issues.
2. Communicate information to staff, boards, commissions and committees.
3. Perform research for staff, council and citizens.
4. Send out correspondence, payments and other mailings as needed.
5. Work with city engineer, city attorney, bonding attorney and city auditor.
6. Compose letters and reports (including nuisance and abatement).
7. Receive formal complaints, verify code requirements, receive Mayor approval and

send notices as directed.

8. Assist with developing mass notifications

**Meetings:**

1. Prepare meeting packets for City Council and other meetings as may be required. This includes scheduling meetings, preparing agendas and other documents, and distributing packet.
2. Publish or post notices as required. Examples: agendas, public hearings, ordinances and others items as needed.
3. Attend City Council meetings and other meetings as may be required.
4. Record, prepare, publish, and distribute meeting minutes.

**Documentation:**

1. Maintain official records of the City of Winthrop. Examples: minutes, resolution and ordinance books; personnel files, community maps and other misc. items.
2. Write resolutions and ordinances as needed.
3. Send ordinances for codification. Distribute updates to other books.
4. File management, involving filing, destroying and archiving according to state's retention manual.
5. Draft or update various forms as needed.
6. Fill out and send grant forms and applications.
7. Record official documents at the Buchanan County Recorder's Office.
8. Administer the property and liability insurance policies and renewals at the direction of the City Council.
9. Maintain a register of Building Permits, Solicitor Permits and Sidewalk Grant recipients.
10. Sign official documents
11. Coordinate elections for city offices and public measures with county Auditor. Administer oaths of office.

**Accounting:**

1. Administer utility billing system. Including: helping residents, retrieving and posting payments, making deposits, balancing totals with bill stubs, collecting fees and forms, reconciling customer deposits and customer information, process new accounts, generate bills, process penalties, process delinquent notice reports, process sales/excise tax collected and month-end reconciliations. Process liens for uncollected accounts. Prepare disconnect notices.
2. Collect all other payments. Prepared deposit slips, take deposits to banks, enter general ledger receipts.

3. Prepare claims list for publications
4. Prepare accounts receivable bills and record monthly receipts.
5. Track investments.
6. Send tax exempt certificates to vendors, manage business credit cards issued and collect sub-contractor liability insurance.
7. Complete monthly bank reconciliation and distribute financial reports to Council monthly.
8. Administer accounting computer system. Pay bills and post revenues. Issue 1099s and sign checks.
9. Prepare financial statements. This includes monthly reports for city council and departments, annual budget, budget amendments, annual financial report, road use tax report, outstanding debt obligation report, annual TIF report and TIF certification.
10. Perform activities associated with the issuance and retirement of bonds. Maintain a register of all bonds and notes outstanding, record all payments or principal and interest and maintain debt service schedules.
11. Assist auditors in preparation of annual audit, grant, IPERS and payroll audits.
12. Authorize employees to use city charge cards/accounts at various vendors.

**Payroll:**

1. Verify time sheet information, calculate distributions of time, process and distribute payroll.
2. Process employment forms for new and terminated employees.
3. Process COBRA forms and notifications.
4. Track leave-time available and used.
5. Process all required reporting. This includes: tax deposits for FICA, State withholding, IPERS contributions, unemployment reporting and preparation and reporting of W-2s.
6. Process employee benefit payments.
7. Update employee manuals and handbooks as needed.
8. Keep employee files up-to-date and confidential.

**Other Duties:**

1. Order office supplies.
2. Operate all office equipment: phone, copiers, printers, laptop and computers. Software used: Microsoft Office, Excel, Word and Outlook. Beacon, Banyon, and Internet Explorer and additional software as needed. Verify computer is backed up and secure.

3. Recommend office equipment and software updates or changes.
4. Reserve Park Shelter and Council Room and collected associated fees.
5. Manage list of boards and Mayor's committees.
6. Oversee postings of employment openings at all locations.
7. Attend training sessions to keep current with changing legislation and regulations.
8. Issue peddlers, transient merchant and solicitor's permits.
9. Ensure that the City of Winthrop can operate efficiently in the absence of the mayor.
10. Assist with annexation process.
11. Assist with Restricted Residence process.
12. Perform special projects requested by Mayor/City Council.

**General Housekeeping:**

1. Open close and maintain office.
2. Keep sidewalk shoveled and sanded in winter.
3. Distribute keys as needed and keep original keys in secure location.

**Minimum Education, Experience, and Certification:**

AA Degree or equivalent with at least three years of responsible accounting and clerical experience with emphasis in public administration or finance. Must have some training in accounting or public administration or combination of experience and training that provides the required knowledge, skills and abilities.

**Required Knowledge, Skills, and Abilities:**

Knowledge of principles and practices of municipal accounting, including General Ledger, taxation, 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 effectively operate office equipment, including computers; 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 be willing to become certified through the Iowa Municipal Clerk's Institute and keep certification current. (Certification will be at the City's expense).

**Work Environment:**

Inside work performed under controlled conditions, but with occasional humidity, poor ventilations and noise. Occasional climbing, stooping, reaching, lifting, pushing, pulling, carrying and handling objects and materials.

**Disclaimer:**

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not reflect at duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

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By signing below, I acknowledge that I have received a copy of the City Clerk's Job Description and understand that the original will be placed in my personnel file.

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Signature

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Date