

IMMEDIATE JOB OPENING CITY CLERK/TREASURER

The City of Moravia has an immediate opening for a full-time City Clerk/Treasurer. This position is responsible for the preparation and maintenance of all city documentation. They must attend all city council meetings and prepare an accurate written account of official business conducted at the meetings. Responsible for publishing an agenda and official city minutes and financials, maintaining all records concerning the city's water and sewer services including monthly billings to customers. This position is responsible for all bank accounts and must provide accountability for all city monies. They are responsible for accounts payable, accounts receivable, investment funds, fund transfers, and budgets. Responsible for numerous state reports, including the annual financial report, street financial report, and the budget. A college degree in business or accounting or minimum two years' experience in business or accounting is required. Must be computer literate with excellent skills in Excel, Word, Outlook, and QuickBooks. Must have competent working knowledge or ability to learn accounting procedures for a government entity. A complete job description and list of qualifications may be viewed at Moravia City Hall. The City of Moravia offers a competitive hourly wage, health insurance, dental insurance, IPERS, holidays, and vacation. Qualified applicants may email their resumes to cityofmoravia@iowatelecom.net or drop off at Moravia City Hall. Deadline to apply is Wednesday, March 4, 2026.

Equal Opportunity Employer
M/V/F/D