

HELP WANTED

Part- Time Clerk

The City of Calamus is accepting applications for a part-time clerk.

Applications are available at [www.calamusia.org](http://www.calamusia.org) or by contacting Mike Lacey at 563 246 2755

Please submit the application by email to [calamusclerk@fbcom.net](mailto:calamusclerk@fbcom.net) or in person to Mike Lacey at City Hall located at 301 2nd St Calamus IA 52729

The position's hours will be flexible and negotiated during the interview process.

The starting wage will be determined based upon experience.

Applications accepted until the position is filled.

Duties: Payroll, Utility Billing, Accounts Payable, Human Resources, Bank Reconciliation, General Ledger Accounting, Financial Reporting, Technical duties related to Google Drive, Adobe, Simple City (GWorks), website administration, Excel, Local, State, and Federal Municipal Reporting, minutes, ordinances, resolutions, fitness center membership processing, grant reporting, permit processing, filing, citizen inquiries, and other duties as assigned.

Posted 01/07/25