

## Help Wanted

The City of Arlington, population 419, is now taking applications for the City Clerk/Treasurer position. Responsibilities would include utility billing, accounts payable, payroll, payroll and sales tax reporting, preparation of annual budget and other financial reports. Position requires computer experience, accounting experience, good customer service skills and the ability to prioritize and manage multiple tasks while working independently. Knowledge and experience with Microsoft office software (Word, excel, outlook, one drive) is necessary. Position is 32 hours per week. Salary will be based on qualifications. Benefits include Health, Life and vision insurance, vacation, and holiday pay and Ipers. Please submit a completed application along with a resume by November 19<sup>th</sup> 2024 to City Hall. You can also email it to [cityclerk@arlingtonia.com](mailto:cityclerk@arlingtonia.com) The application and job description are available at City Hall 730 Main St., Arlington, Iowa, or you may call City Hall at 563-633-2345 to have It mailed or emailed. It is also available on our website: [www.arlingtonia.com](http://www.arlingtonia.com). The City of Arlington is an Equal opportunity employer.