

The town of Kinross is hiring a Full Time City Clerk

The job description is below. Please submit resumes to citykinross@gmail.com by July 10, 2026.

Monthly and Annual Duties include but are not limited to:

Management of invoices and bills

Reconciliation of bank statements through Quickbooks

Management of Facebook page (messages and posts) and City website

Recording transactions in Quickbooks

Generating P&L statements in Quickbooks

Submission of payroll

Submission of Ipers, excise, and other dues to the State of Iowa

Preparation of City Council meeting agenda, minutes, claims and other reports

Posting of agenda and City Council meeting minutes

Management, creation and submission, of the Annual Budget

Management, creation and submission, of the Annual Financial Report

Election administration per county direction

* The City will apply Veterans Preference in accordance with Iowa Code Chapter 35C. Applicants seeking preference must indicate such status in their application materials and provide documentation verifying eligibility.