

## **City Clerk Position Available**

The City of Fort Atkinson (population 349) is accepting applications for the City Clerk position. The City Clerk is responsible for all financial duties related to the day-to-day operations, preparing and collecting monthly utility bills, payroll, preparing the annual budget, all reporting, preparing for and attending council meetings along with other duties relating to the position. Requirements include a broad working knowledge of financials and budget, good oral and written communication skills, strong organizational and computer skills. The part-time position is for 12-16 hours per week, but may require more. A letter of application, with a resume and references can be mailed to City of Fort Atkinson, Attn: Mayor Paul Herold, PO Box 36, Fort Atkinson, IA 52144 or emailed to [c.fortatkinson@mchsi.com](mailto:c.fortatkinson@mchsi.com) Call 563-422-7052 with any questions. The City of Fort Atkinson is an EOE.