

# **Now Hiring: Part-Time City Clerk/Treasurer – City of Keystone**

**The City of Keystone is looking for a**

**detail-oriented and organized individual  
to serve as our part-time City Clerk/Treasurer.**

**This role supports the day-to-day operations of the City, including:**

- Financial management & reporting
  - Payroll & utility billing
  - Meeting agendas & minutes
- Recordkeeping & public communication
- Supporting the Mayor, City Council, and residents
- A more detailed description of job duties is available upon request

## **What we're looking for:**

**Strong organizational skills, attention to detail, and comfort with computers and office systems. Prior administrative or municipal experience is a plus, but not required.**

**Competitive hourly pay based on experience**

**To apply:** Send your résumé, cover letter, and references by May 6, 2026 to:

**City of Keystone – Hiring Committee**

**PO Box 215, Keystone, IA 52249 • [keyclerk@netins.net](mailto:keyclerk@netins.net)**

**Open until May 6, 2026**