City of Gilbert
16 S Broadway Street
PO Box 548
Gilbert, MN 55741
218-748-2232

CITY OF GILBERT SEEKING APPLICANTS FOR DEPUTY CLERK POSITION

The City of Gilbert is seeking a motivated, detail-oriented professional to join its administrative team as Deputy Clerk/Accountant! This position offers an opportunity to play an important role in the day-to-day operations of the City, working closely with City leadership, staff, and residents to support efficient and responsive local government.

The ideal candidate brings strong organizational and financial skills, enjoys problem-solving, and can balance a variety of responsibilities. Duties include municipal accounting, payroll support, financial reporting, human resources, City Council administration, and assisting residents with City services.

Minimum Qualifications: Two-year degree in accounting, business or human resources, OR four years of office experience including human resources, payroll or bookkeeping. A four-year accounting degree with experience is preferred.

Application Deadline: 4:00 p.m. Tuesday, November 10, 2026

Required Application Materials: Completed and signed City employment application, signed full job description, resume, and cover letter.

How to Apply: Submit the completed and signed employment application, signed job description, resume and cover letter to:

Email: jobs@gilbertmn.org
Mail: City of Gilbert, PO BOX 548, Gilbert, MN 55741
In Person: City Hall, 16 S Broadway Street, Gilbert, MN 55741

To view the full job posting and apply, visit: https://gilbertmn.org/government/jobs/

CITY OF GILBERT
POSITION DESCRIPTION

APPLICATION DEADLINE: 4:00pm Tuesday, November 10, 2026

HOW TO APPLY: Submit a completed Employment Application (available at https://gilbertmn.org/government/jobs/) along with your resume to:

- By hand: City of Gilbert, 16 S Broadway St, Gilbert MN 55741
- By mail: City of Gilbert, PO Box 548, Gilbert MN 55741
- By email: jobs@gilbertmn.org

POSITION TITLE: Deputy Clerk/Accountant

HOURS: Full-time, 40-hour week

RATE OF PAY: $70,000 – $85,000 per year

BENEFITS AVAILABLE:
90% Employer Paid Health Insurance
$2400 Employer Contribution to VEBA
$50,000 Employer Paid Life Insurance
$35.00 Employer Contribution to Dental Insurance
Employer Paid Short Term Disability Insurance
Employer Paid Long Term Disability Insurance
2% Employer Contribution to Employee's HCSP account

REPORTS TO: Clerk/Treasurer-City Administrator

FLSA Status: Exempt

UNION: No

SUPERVISION EXERCISED: 2

PRIMARY OBJECTIVE OF POSITION

Performs complex confidential accounting and diverse administrative, human resources, labor relations and billing duties and support to the City Administrator/Clerk/Treasurer and assumes department duties in the City Administrator/Clerk/Treasurer's absence by performing the following duties:

Duties and Responsibilities including, but not limited to the following. Other duties may be assigned.

*Essential Function

Administrative

1. Supervises all office staff including joint interviewing with the City Administrator/Clerk, recommending hire and discharge, assigning work, and evaluating performance, coaching, training, approving time off, rewarding, and discipline.*
2. Accesses and uses confidential labor relations information including market analysis of comparison data and costing of potential proposals for use in negotiations. Responsible for conducting market research and analysis, costing out the City's position on potential negotiation proposals. Responsible for maintaining the confidentiality of labor relations information.*
3. Oversees proper filing and performs file maintenance for City documents, records, communications, as performed by office staff.
4. Performs complex accounting duties related to bank reconciliations, preparing financial reports, help with budgets, and overall financial management support.
5. Maintain a strong working knowledge of the operations of the City policies and procedures.*
6. Compose a variety of routine and complex office correspondence, reports, agendas and related materials.*
7. Assists in preparing the Council agenda and packet, updating policies and procedures, preparing resolutions and ordinances in the clerks absence.
8. Transcribe and prepare meeting minutes and serve as the recording secretary for Council.
9. Assist in the election process, along with Administrator/Clerk, including management of voter registration and absentee voting; preparation of election notices and materials; arrangement of polling places and voting machines; training of election judges; and all other associated tasks.*
10. Prepares and processes city issued licenses and permits.

Reception

1. Answers phones and provides information and assistance to the public, board and commission members when front office staff are away or out of office.
2. Serves walk-in public and addresses concerns, complaints, and questions in a professional manner, when front staff are away or out of office.

Human Resources

1. Serves as City benefits administrator to include insurance and benefit enrollments and terminations.
2. Participates in labor negotiations, as needed or requested. Regularly accesses and uses confidential labor relations information including market analysis of comparison data and costing of potential proposals for use in negotiations. Accesses and uses confidential labor relations information including market analysis of comparison data and costing of potential proposals for use in negotiations. Responsible for conducting market research and analysis and costing out the City's position on potential negotiation proposals. Responsible for maintaining the confidentiality of labor relations information.

Payroll

1. Back-up to Clerk, Check payroll record for accuracy as a control procedure.*
2. Provide additional payable and invoice review related to payroll activities.

*Essential Function

Accounts Receivable / Accounts Payable

1. Enters accounts payable and receivable transactions; prints bills and generates checks for payments.*
2. Prepares list of checks issued each month to be reconciled.*
3. Posts data to electronic journals by processing new accounts, final accounts, billing adjustments and refuse changes.*
4. Receives and processes cash and checks for City business to include: permits, traffic fines, etc., as needed.
5. Prepares and delivers daily bank deposits, as needed.
6. Prepares and delivers financial reports for the council, clerk, and audit team.
7. Coordinates audits for the city.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a confidential manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and comprehend city codes and ordinances, state statutes, and business correspondence. Ability to write reports and business correspondence. Ability to effectively and tactfully communicate when presenting information or answering questions for residents and city staff.

Math Ability:

Ability to add, subtract, multiply and divide.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have intermediate skills in accounting software, Word, Excel and Outlook. Experience with Caselle Civic software is a plus.

Education/Experience:

Required - Two-year degree in accounting, business or human resources or four years of office experience to include human resources, payroll, or bookkeeping. Four-year accounting degree with experience would be preferred. Municipal fund accounting experience is a plus.

Knowledge, Skills and Other Abilities:

- Ability to maintain high degree of confidentiality
- Strong accounting and financial skills would be beneficial
- High degree of diplomacy
- Ability to attend evening meetings of the City Council as required
- Excellent organizational and problem solving skills
- Ability to know when to be decisive and/or negotiate with tact
- High degree of emotional intelligence

*Essential Function

- Strong negotiation skills in situations that require diplomacy
- Strong analysis skills
- Ability to thrive in a changing priority environment
- Flexibility to adapt to an ever changing priorities and needs
- Strong understanding that the public is the ultimate employer
- Strong commitment to public service
- Ability to work well both in a team environment and individually
- Strong ability to create and maintain order

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms; and talk and hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts, fumes or airborne particles, and outdoor weather conditions.

The noise level in the work environment is usually quiet. Work hours will include occasional evening and weekends as needed.

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I am able to perform the above duties with or without an accommodation. If I need an accommodation in the future, I will make the request as soon as possible to my direct supervisor. My supervisor will advise me if a reasonable accommodation can be made. Any agreed upon accommodations will be documented on or attached to this job description and placed in the personnel file.

I have read and understand the physical requirements of this job, including the lifting, and am able to perform these functions.

Furthermore, I understand that my performance will be evaluated, in part, by the level of my ability to perform the above job duties. The duties listed in this job description are not all-inclusive and other duties may be assigned.

Signature: _____

Date: _____

*Essential Function
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