
DATE: 01/12/2026

COUNCIL ACTION FORM

AGENDA ITEM: Change of Title/Job Description for Ellsworth

HISTORY:

Currently Balinda Ellsworth has the Job Title of Accountant. She began with the City in 2015 and has been willing to do anything that has been asked of her. Eager to learn as much as possible about City workings she started taking classes in 2016 through Iowa State Extension, Iowa Municipal Professionals Institute. She has continued every year since then, taking a few classes each year.

The next step for her would be to get her Clerk certification through Iowa Municipal Finance Officers Association (IMFOA). One of the requirements by IMFOA to do this is you must have the Job Title of Clerk, Deputy Clerk, Finance Officer, Administrator or Treasurer. This would also allow her to attend the IMFOA Conferences. Once she has received her certification, she can attend the ISU/IMPI Academy as well.

Attached you shall find the revised Job Description with Deputy City Clerk-Accountant as the title. The duties didn't change just basically the title for the time being. Once the new staff is in place there could be some reorganizing of duties as needed. Once she receives her certification some kind of merit raise should be applied.

The Deputy City Clerk position is one step above the Accountant position on the salary range. She is already in the mid-range of that position. No increase in salary at this time.

OPTIONS:

1. Approve Deputy City Clerk – Accountant Job Description and Title Change for Balinda Ellsworth effective immediately
2. Request further information
3. Do nothing at this time.

Recommendation:

It is my recommendation to approve Option #1, to change Balinda Ellsworth's job title to Deputy City Clerk-Accountant.



Position Description
DEPUTY CITY CLERK - ACCOUNTANT

Department: Administration

Reports To: Finance Director

FLSA: Non-exempt

Purpose of Position

Under general supervision of the Finance Director, the Deputy City Clerk-Accountant performs a wide variety of general office procedures necessary for efficient functioning of the City. Entails receptionist duties, accounts receivable, accounts payable, word processing, spreadsheets, database work, and other general clerical duties. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs receptionist duties providing information and assistance to persons calling or entering City Hall.
- Receives payment for water bills and credits customers' accounts accordingly; maintains utility billing records and collections through the City computer system. Sends notices for past-due collection of utility accounts.
- Receives, verifies, and enters all funds provided from other departments.
- Instructs persons moving into or within the City of procedures necessary to ensure utility service; communicates necessary service order instructions to the water department; prepares work orders for water department.
- Processes accounts payable; maintains records of all accounts payable transactions, and prepares checks for mailing. Prepares claims lists for council, Library, and other departments as required.
- Performs data entry, typing, filing, and other clerical duties as directed; reviews information for completeness, enters information, and prepares reports.
- Counts monetary receipts; prepares deposits on a daily basis.
- Acts as the recording secretary for various meetings as directed.
- Performs duties pertaining to confidential data.
- Maintains filing system.
- Prepares monthly expense and revenue reports for departments, and compiles information into monthly and annual statistical and other reports.
- Assists in the maintenance of the City's web page, newsletter, and other various public communications.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other City departments as directed.
- Performs other duties as apparent or assigned. Cross trains with other staff.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Degree majoring in accounting, business, public administration or related field, or experience in Municipal government.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Bachelor's degree majoring in accounting, business, public administration, or related field.

Other Requirements – Certificates/Licensures

- Bondable.

Knowledge, Skills, Abilities

- Ability to think logically and follow written, verbal, or diagrammatic instructions using several abstract or concrete variables.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages. Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to make appointments and process mail, and to compose original correspondence; have substantial contact with people.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public; ability to handle a wide array of social situations.
- Ability to comprehend and implement departmental policies, routines, and standard operating procedures; ability to address issues involving confidential information.
- Ability to utilize a variety of advisory data and information such as billing statements, service orders, customer payment records, tax rolls, purchase orders, rate schedules, computer software operating manuals, tax levy, City codes, zoning manuals, ordinances, procedures, guidelines, and non-routine correspondence.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Computer hardware and software, general office equipment, 10-key adding machine, typewriter, Code of Iowa, City of Nevada Code of Ordinances, dictionary, telephone, mobile radio, fax machine, copier machine, and postage machine.

Supervision

None.

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 accommodations 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 stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Head

Date

City Administrator

Date