



COMMUNICATIONS/RECREATION COORDINATOR OPENING

The City of Windsor Heights, Iowa is seeking a unique person capable of managing City communication activities who can also act as its recreation coordinator. This new hybrid position is perfect for an ambitious, creative, people oriented person. Applicants must show good writing skills and have familiarity with a variety of social media platforms. This position is a front desk position and the first contact for people coming into the City Hall. This position also works with the Public Works Department on Community Center rental and park and recreation programming activities at Colby Park, the City's main park. The job description for this position is posted on the City's website. The City offers a full range of employee benefits including IPERS retirement, health insurance, paid vacation and holidays and other benefits. The City uses a team approach to problem solving and is looking for someone who can work cooperatively with other City staff members. Starting salary is \$45,000 DOQ. This position is FLSA non-exempt. Resumes, five references and other supporting documents should be e-mailed to marentsen@windsorheights.org by 4:30PM on September 30. Questions about this position can be addressed to djacobus@windsorheights.org.



FINANCE DIRECTOR OPENING

The City of Windsor Heights, Iowa is seeking a Finance Director. This position is responsible for all general ledger, payroll, accounts payable, accounts receivable, budgeting and other financial processing activities. The City does not perform utility billing. This position reports to the City Administrator, is considered FLSA exempt and has no employee supervisory responsibilities. The job description for this position is posted on the City's website. Windsor Heights is a community of approximately 5,000 and is located in the heart of the Des Moines metropolitan area. The City offers a full range of employee benefits including IPERS retirement, health insurance, paid vacation and holidays and other benefits. Governmental accounting experience is desirable but not required. The City uses a team approach to problem solving and is looking for someone who can work cooperatively with other City staff members. The City uses gWorks (formerly Data Tech) financial processing software. Starting salary is \$80,000 DOQ. Resumes, five references and other supporting documents should be e-mailed to marentsen@windsorheights.org by 4:30PM on October 14. Questions about this position can be addressed to the e-mail address above.