

# City of Midland City

JoAnn Bennett Grimsley  
Mayor, CMO

Wendi Ward  
City Clerk



Kendall Shirah	District 1
John Boggs	District 2
Molly D. Allen	District 3
Cindi Pittman	District 4
DeLaine H. Spencer	District 5

The City of Midland City is currently seeking to fill the position of Certified City Clerk. This is a full-time position with excellent benefits. Applicants will need to have at least 5 years' experience in public administration. Experience in the following is also required.

- ❖ Word Perfect, Windows, Microsoft, Excel Spreadsheets
- ❖ Accounts Payable / Receivable
- ❖ Daily G/L Entry
- ❖ Bank Statement Reconciliation
- ❖ Weekly Payroll
- ❖ CBS Accounting Software
- ❖ Budgets
- ❖ Financial Reports
- ❖ Weekly, Monthly, Quarterly Tax Deposits Reports
- ❖ W-2's and 1099's
- ❖ Insurance / Workman's Comp

**No Phone calls please.**

You may pick up an application at:

City of Midland City  
1385 Hinton Waters Avenue  
Midland City, Alabama 36350  
8:00 AM – 4:00 PM