

CITY OF FAIRFAX, IOWA EMPLOYMENT OPPORTUNITY

The City of Fairfax is seeking an enthusiastic and organized individual with excellent Iowa municipal accounting, computer, and customer service skills for the position of City Clerk/Treasurer.

The City Clerk/Treasurer performs administrative, financial, and clerical duties to support the operations of the City and ensure compliance with state and local regulations. This role is vital in maintaining accurate city records, assisting the public, and supporting the City Administrator, Mayor, and City Council in the efficient management of city affairs.

This is a Monday – Friday full-time, 2-year term appointed position with monthly evening and occasional other meetings required.

High school graduate or equivalent required with some college with an office or accounting emphasis and Iowa Municipal Professional Institute and/or Academy training preferred. Applicants must hold a valid driver's license and be bondable.

Experience in a government office environment is required, with Iowa municipality office experience with TIF knowledge preferred. Microsoft Office and accounting knowledge is required.

Compensation will be based on experience. This position will be open until it is filled.

Applications, a job description, and informational sheet are available from Fairfax City Hall at 300 80th Street Court, Fairfax, Iowa, 52228, from 7:30 AM – 4:00 PM, Monday, Tuesday, Thursday, and Friday and 7:30 AM – 6:00 PM, Wednesday; on the city's website at: www.cityoffairfax.org; or by mail. You may call 319-846-2204 or email: fairfax@cityoffairfax.org with questions or to request the documents.

Completed applications and resumes may be submitted at Fairfax City Hall, emailed to fairfax@cityoffairfax.org, or mailed to: City of Fairfax, PO Box 337, Fairfax, IA 52228.

The City of Fairfax is an Equal Opportunity Employer.