

JOB OPENING – City of Fairbank, Deputy Clerk/Treasurer

The City of Fairbank is seeking applicants for the full-time position of Deputy Clerk/Treasurer. The position is responsible for utility billing, City Treasury reporting, and assisting the City Clerk as needed with daily operations. Computer knowledge, clerical skills, and excellent communication skills are required for this position. A high school diploma or equivalent is required. A degree or certifications in Accounting or related field is preferred but not required. A pre-employment physical, drug test and background check may be required prior to employment. This position is IPERS covered and offers benefits.

Application materials requested include a cover letter, resume, employment application, and three work related references. Send application materials to City of Fairbank, Attn: Brittany Fuller PO Box 447, Fairbank, IA 50629, or drop off at City hall, or email the items required to brittany@fairbank-ia.org by March 1, 2019. The City of Fairbank is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, creed, sex, national origin or disability.