

CITY OF WINNEMUCCA

EMPLOYMENT OPPORTUNITY

CITY CLERK-TREASURER

The City of Winnemucca desires to fill its Clerk-Treasurer position, which operates under policy direction of the Mayor, City Council, and City Manager. The Clerk-Treasurer prepares all financial statements and records; develops procedures for financial control; directs and manages the City Clerk department; performs the statutory duties of City Clerk, including attendance and written/audio recordation of City Council meetings and legal processing of documents; updates and posts required documents to City website; reviews month-end financial reports including bank reconciliations and journal entries; monitors and provides recommendations for cash investments; supervises payroll, accounts payable, water-sewer billing, and business license departments; and performs other duties as assigned. This position is appointed by the Mayor with the advice and consent of the City Council in accordance with the applicable sections of the N.R.S.

The salary range effective **July 1, 2020 is \$74,184 to \$94,069** annually (depending on the qualifications of the applicant). Benefits include annual vacation and sick leave accrual, employer paid PERS, employer/employee paid health-dental-vision-life insurance.

Applicants must have the ability to analyze and interpret fiscal and accounting records and data; establish and maintain working relationships with subordinates, staff, government agencies, and the public; devise and implement accounting and record keeping procedures; make oral and written presentations regarding technical matters; and efficiently learn new computer software programs.

Applicants that are familiar with governmental accounting standards; state laws applicable to the activities of municipalities; financial information systems and procedures; state laws pertaining to public meetings, public records requests, licensing and elections; federal laws pertaining to employment administration; principles and practices of management and supervision; financial planning; and budgetary practices are preferred.

Applicants with a college degree in business, public administration or related field and three years of experience in management or governmental accounting or any combination of training and/or experience that would likely provide the desired knowledge and abilities are preferred.

Applications and job descriptions are available at City Hall, 90 West Fourth Street, Winnemucca, Nevada 89445 or at www.winnemuccacity.org. Please submit the completed application and resume in person or by email to the attention of the City Manager/Engineer, manager@winnemuccacity.org. Applications will be accepted until the position is filled with the first round of review occurring November 30, 2020.