

CITY OF FALMOUTH
ACCEPTING APPLICATIONS
City Clerk/ Treasurer

The City of Falmouth, KY will be hiring a City Clerk/Treasurer. Please submit resume and cover letter by mail to the City of Falmouth, ATTENTION: Mayor Ron Stinson, 230 Main Street, Falmouth, Kentucky 41040 drop off at City Hall or email to rstinson@cityoffalmouth.com .

The ideal candidate will have excellent communication, mathematical, organizational, leadership, and excellent customer service skills. He or she must also possess excellent writing skills and be proficient in various technologies to facilitate financial management, create word processing documents, databases/spreadsheets, perform website maintenance, and maintain social networking outlets. This individual will also be responsible for duties including, but not limited to, attending and preparing minutes for all council meetings plus any other city boards; Codification of Ordinances; records retention; provide assistance to the Mayor and Council Members as needed; serve as the City Tax Collector; filing; payroll processing; maintain inventory/asset records; Federal/State/Local reporting; preparing deposits; bank reconciliations; oversee departmental budgets; facilitate accounts payable/accounts receivable transactions and all journal entries; serve as a custodian of all monies; bonds; balance cash drawers; assist in the Annual Audit; maintain collaterals and investments according to policy.

The desired candidate should possess minimally an Associate or Bachelor's degree in Accounting, Business, or related field is preferred. Any equivalent combination of education and experience can be considered. Salary Range for this position is \$35,000 – open based upon experience. Must be able to obtain a CMC certificate, Notary Public, hold a valid driver's license, and be bondable. Proficient in Frey Municipal Software is a plus.

Any applicant who needs an ADA accommodation in the employment selection process shall request the accommodation from the City Clerk. Comparative wage and benefit package. The City of Falmouth is an Equal Opportunity Employer.

Resumes along with cover letters must be submitted to the City of Falmouth by Thursday, January 31, 2019, by 5:00 p.m.