

Ken Tedford  
MAYOR



James D. Richardson  
Councilman

Kelly Frost  
Councilwoman

Karla K. Kent  
Councilwoman

**CITY OF FALLON JOB OPPORTUNITY**  
**INTERNAL/EXTERNAL RECRUITMENT**

**CITY CLERK TREASURER**

The City of Fallon, Nevada is seeking a qualified Certified Public Accountant (CPA) for the position of **City Clerk Treasurer**. City Clerk Treasurer is a salaried, cabinet-level position at the City of Fallon that is appointed by the Mayor and confirmed by the City Council. Starting salary is dependent on the successful applicant's knowledge, training and experience, with a special emphasis on experience in governmental accounting. The City also offers **100% employer paid retirement** in the Public Employees' Retirement System of Nevada, **100% employer paid medical, vision, dental and life insurance**, and **time off for holidays, vacation and sick leave**. The City is also willing to reimburse for **reasonable moving expenses**.

The City of Fallon, known as "The Oasis of Nevada", is a unique city in Northern Nevada of approximately 9,125 residents that was incorporated in 1908. The City offers a safe, friendly and affordable community dedicated to economic improvement, historical preservation, cultural diversity, education and the general well-being of its citizens and businesses. Fallon is only 60 minutes from Reno/Sparks and is the perfect home for people that enjoy the outdoors, a close-knit community and a year-round calendar of special events. Fallon's quiet neighborhoods, welcoming residents and strong economy make it a place that people love to call home.

Under supervision of the Mayor, the City Clerk Treasurer serves as the Chief Financial Officer of the City of Fallon which includes planning, budgeting and accounting for the overall financial operations of the City with a focus on the financial operations and customer accounts of the City's electric, water, water treatment, wastewater, sanitation, landfill and transfer station enterprises. The City Clerk Treasurer also works in conjunction with the Deputy City Clerks to oversee the accounting, billing and customer service operations of the City Clerk's Office relating to these enterprises.

More information about the City of Fallon and application forms are available at the City Clerk's Office, 55 West Williams Avenue, Fallon, Nevada 89406, (775) 423-5104 during normal business hours, or online at [fallonnevada.gov](http://fallonnevada.gov). Questions regarding examples of work performed, performance expectations and minimum qualifications should be addressed to the City's Legal and Administrative Director, Robert Erquiaga, at (775) 423-8816 or via email at [rerquiaga@fallonnevada.gov](mailto:rerquiaga@fallonnevada.gov).

Completed applications, which may include resumes, must be submitted to the City Clerk's Office at the address listed above or via email to [elee@fallonnevada.gov](mailto:elee@fallonnevada.gov). This position will remain open until filled by a qualified applicant.