



## FINANCE DEPARTMENT



**JOIN THE TEAM!**

# NOW HIRING

## ACCOUNT CLERK I/II

**\$3,385 - \$4,541 PER MONTH, PAID BI-WEEKLY**

**STARTING AT \$ 19.53 PER HOUR**

**OPENS: 03/24/2026, CLOSES 04/13/2026 OR 100 APPLICANTS**

### IDEAL CANDIDATE:

- One year of responsible and specialized clerical, accounting clerical, or administrative business experience with a strong emphasis on communications.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

### ABILITIES:

- Analytical & Detail Oriented
- Effective Communicator
- Record Keeping
- Basic mathematical principles.
- Customer Service Skills
- Spanish Speaking Preferred

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