

CITY OF CERES

FINANCE DEPARTMENT

NOW HIRING

SENIOR ACCOUNT CLERK

\$4,125 - \$5,012 MONTHLY

STARTING AT \$23.80/HOUR - PAID BI-WEEKLY

OPENS 5/7/2026 - CLOSES 5/30/2026

QUALIFICATIONS

- Exceptional Customer Service
- 3+ years of clerical Accounting experience preferred.
- Strong analytical skills and attention to detail.
- Organized, ability to multi-task, and familiarity with financial reporting.
- Previous experience in senior role, or managing a team.

ABILITIES

- Analytical & Detail Oriented
- Effective Communicator
- Complex Problem Solving
- Team Player/Leader
- Competence in using spreadsheets, databases, and other relevant software.
- Ability to adapt to changes.

JOB DESCRIPTION

<https://www.ceres.gov/DocumentCenter/View/897/Senior-Account-Clerk-PDF>

APPLY NOW

calopps.org/city-of-ceres

