

**IN-HOUSE/OUTSIDE JOB ANNOUNCEMENT
CITY OF ROLLA FINANCE DEPARTMENT
ACCOUNT CLERK SENIOR**

GRADE CLASSIFICATION: 11

Salary Range: \$33,224.53 to \$44,000.73 (\$15.973 to \$21.154)

EMPLOYEE BENEFITS:

Family health and dental insurance plan; life and disability insurance; Custom Benefit Plan; ten (10) paid holidays; one (1) personal holiday and two (2) weeks vacation after first year of employment; LAGERS retirement program; and twelve (12) sick days a year.

DESCRIPTION OF BASIC DUTIES:

The Account Clerk Senior assists Finance Director in budgeting for, receiving, accounting for and expending all City moneys, as well as for handling other assigned organizations contracted with the City. The Account Clerk Senior receives management direction from the Finance Director and will be cross-trained in the performance of other Finance Office functions in order to support and fill-in for other employees of the Department. The incumbent must maintain a high level of confidentiality and professionalism and must effectively represent concerns of the support functions to supervisors and managers alike. In expediting internal operating policy, this employee must manage high levels of pressure and stress.

The Account Clerk Senior, working under the supervision of the Finance Director, supplies internal and external parties with ad hoc reporting and answers to specific requests. This position will also provide a considerable amount of financial review and analysis for the Recreation Centre.

EDUCATION and EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration or a closely related field; Five (5) years of progressively responsible municipal finance work, including three (3) years experience in managing fiscal operations at a lower level (preferable in a local government setting), or an equivalent combination of training and/or experience.

**RESUMES AND/OR APPLICATIONS MUST BE RECEIVED BY THE FINANCE
DIRECTOR BY FRIDAY, NOVEMBER 17TH FOR CONSIDERATION.**

AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS