

**JOB ANNOUNCEMENT
CITY OF ROLLA FINANCE DEPARTMENT
PART TIME ACCOUNT CLERK I**

GRADE CLASSIFICATION: 8

Salary Range: \$12.364 per hour to \$16.374 per hour

EMPLOYEE BENEFITS:

This position is a part time position with no benefits. The expected hours worked per week are between 20-25 hours.

DESCRIPTION OF BASIC DUTIES:

Perform a variety of clerical, fiscal, bookkeeping and customer relations work. Work responsibilities may include payroll, accounts receivable, accounts payable, cash collections and business license. Work requires the application of basic bookkeeping principles and practices to the development and maintenance of fiscal records. Employees of this class are cross-trained in the performance of other Finance Office functions in order to support and fill-in for other employees of the Department. A detailed job description is available upon request.

EDUCATION and EXPERIENCE:

Graduation from high school and courses in modern office practices such as word processing, data processing and basic accounting. Two (2) years experience in accounting or administrative services. Any equivalent combination of education and experience that provided.

**RESUMES AND/OR APPLICATIONS MUST BE RECEIVED BY THE
FINANCE DIRECTOR FOR CONSIDERATION NO LATER THAN
FRIDAY, APRIL 30, 2021.**

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