

**JOB ANNOUNCEMENT
CITY OF ROLLA FINANCE DEPARTMENT
ACCOUNT CLERK**

GRADE CLASSIFICATION: 3/4

SALARY RANGE: \$ 37,770 to \$ 57,510

EMPLOYEE BENEFITS:

Family health and dental insurance plan; life and disability insurance; Custom Benefit Plan; twelve (12) 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:

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. A detailed job description is available upon request.

EDUCATION and EXPERIENCE:

Associate's Degree (Bachelor's degree preferred) from an accredited four (4) year college or university. Degree must be in accounting, finance, business, public administration or a closely related field. Two (2) years of experience in work involving public contact and the use of computers. Any equivalent combination of education and experience that provided.

**PLEASE SEND RESUMES AND/OR APPLICATIONS TO THE CITY OF
ROLLA FINANCE DIRECTOR AT PO BOX 979, ROLLA, MO 65402 OR
EMAIL TO SROGERS@ROLLACITY.ORG.
POSITION WILL BE OPEN UNTIL FILLED.**

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