

CITY OF CONNELL  
Accounting Clerk

The City of Connell is accepting applications for a permanent full-time position of Accounting Clerk. Under minimum supervision, job duties include, but are not limited to; customer service, cashiering, accounts receivable, accounts payable, answering phones, distributing mail, filing, utility billing, council agenda packets, minutes, website, and business licenses. Operates a variety of office machines including; computer, copier, fax, and postage equipment. Candidate must have knowledge of Internet Explorer, Excel, Word and Outlook. The position reports to the City Clerk/Treasurer.

**REQUIREMENTS:** High School Graduate or equivalent, and two years experience in; accounts payable, computer software and operations, record keeping procedures and filing, and business operations. Bilingual in English/Spanish as well as experience in website maintenance is highly desirable but not required.

**MONTHLY SALARY:** \$2,954.84- \$3,528.23 monthly

**APPLICATIONS AVAILABLE**

Applications may be picked up at the Connell City Hall, 104 E. Adams Street between the hours of 9:00 a.m. and 5:00 p.m. weekdays, for a complete job description please contact City Hall at (509) 234-2701 or visit us on the web at [www.cityofconnell.com](http://www.cityofconnell.com) under Employment. To apply please submit a letter of interest, resume, and a completed application. EOE.

Applications may be dropped off at City Hall or Mailed to:

City of Connell

Attn: Maria Peña, City Administrator

PO Box 1200, Connell, WA 99326.

**Applications must be received by 5:00 p.m., April 12, 2018**