



**FINANCE**



**JOIN THE TEAM!**

# **NOW HIRING**

**ACCOUNT CLERK I/II**

**\$3,043 - \$4,083 PER MONTH, PAID BI-WEEKLY**

**OPENS: 7/29/2024 CLOSSES 8/9/2024**

## **IDEAL CANDIDATE:**

- One year of responsible and specialized clerical, accounting clerical, or administrative/business experience with a strong emphasis on communications.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

## **ABILITIES:**

- Analytical & Detail Oriented
- Effective Communicator
- Record Keeping
- Basic mathematical principles.
- Customer Service Skills
- Spanish Speaking Preferred

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