



FINANCE



JOIN THE TEAM!

NOW HIRING

ACCOUNT CLERK I/II

\$3,286 - \$4,410 PER MONTH, PAID BI-WEEKLY

OPENS: 9/4/2024, CLOSSES 09/14/2024 OR 100 APPLICANTS

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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