

**CITY OF COLUMBIA HEIGHTS  
EMPLOYMENT OPPORTUNITY  
OPEN COMPETITIVE**

Date: August 17, 2017

**POSITION:** **ACCOUNTING CLERK I- FINANCE**

**DUTIES:** Performs a variety of accounting and clerical duties, and requires daily public contact and customer service. Decisions are made in terms of established policies and procedures; with difficult, non-routine, or complex problems being referred to a supervisor. Portions of the work require judgment based on knowledge of accounting principles. Work is performed under the supervision of the Assistant Finance Director, and is evaluated for accuracy and adherence to standards.

**REQUIRED QUALIFICATIONS:** High School graduation or equivalent. One year of coursework in accounting or related field. One year work experience in accounting or bookkeeping.

**DESIRED QUALIFICATIONS:** Two or more years related work experience. One year public contact experience.

**HOURS:** Monday-Friday; 8 AM – 4:30 PM

**WAGE:** \$18.14 - \$22.61 per hour. This is a Full Time Benefitted position represented by the American Federation of State, County, and Municipal Employees union.

**APPLICATION PROCEDURE:** Applications are available from the City Hall Information Window, on the City's website at [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov), by e-mailing Nancy Becker at [nbecker@columbiaheightsmn.gov](mailto:nbecker@columbiaheightsmn.gov), or by calling 763-706-3606. To be considered for this position, a City application form MUST be completely filled out and returned to the HR Director / Assistant to the City Manager, 590 40th Avenue N.E., Columbia Heights, MN 55421 or [kbourgeois@columbiaheightsmn.gov](mailto:kbourgeois@columbiaheightsmn.gov). Position is open until filled with priority given to applications received by 4:30 p.m., Friday September 8, 2017. Applicants may submit any other data they feel is pertinent to their consideration. Resumes will be accepted in addition to, but not in lieu of, a City application.

**SELECTION PROCEDURE:** Applicants will be evaluated on the following criteria:  
Experience & Training Rating .....50%  
Oral Interview .....50%  
Clerical/Computer Skills Tests.....Pass/Fail

**CLOSING DATE:** Position is open until filled with priority given to applications received by 4:30 p.m., Friday, September 8, 2017.

**--AN EQUAL OPPORTUNITY EMPLOYER--  
M/F/V/H**

**THE CITY OF COLUMBIA HEIGHTS DOES NOT DISCRIMINATE ON THE  
BASIS OF DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES**