

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

Date: August 8, 2018

POSITION: **CLERK I- FINANCE**

DUTIES: Performs a variety of clerical duties requiring knowledge of the principles of accounting, and daily public contact/customer service. Duties include assisting walk-in customers, answering the main switchboard, cashiering, maintaining optical image filing, weekly accounts payable processing, and other various tasks. 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. Two years' experience in bookkeeping, payables, or related field. Coursework may be substituted for experience.

DESIRED QUALIFICATIONS: Two or more years related work experience. One year of coursework in accounting or related field.

HOURS: Monday-Friday; 8 AM – 4:30 PM

WAGE: \$18.84 - \$23.43 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, by e-mailing Nancy Becker at 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 City Manager, 590 40th Avenue N.E., Columbia Heights, MN 55421 or kbourgeois@columbiaheightsmn.gov. Position is open until filled, with priority given to applications received by 4:30 p.m., Friday August 31, 2018. 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 Rating50%
Oral Interview50%
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, August 31, 2018.

--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**