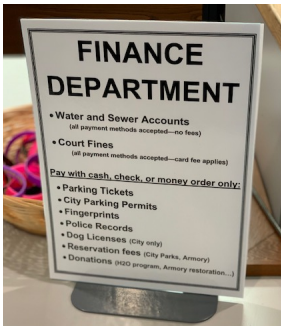




*The City of Cottage Grove is recruiting
a Part-Time Finance Clerk
Application Deadline is August 23, 2019 5pm*



The City of Cottage Grove is hiring for a Part-Time (25 hours per week) Finance Clerk. This role is a great mix of clerical and customer service responsibilities. We're looking for a motivated individual who possesses excellent customer service skills and an energetic personality to join our team. Ideal candidates will have prior customer service, cash handling experience, and experience working in an office environment. Main responsibilities include answering phones and processing water payments. We are looking for someone with a keen eye for detail, strong math skills and the ability to multi-task efficiently. Does this sound like you? If so, apply today.

Pay range: \$17.03 per hour Range 2PT, Step A.

Full job description and application materials are available online at: www.cottagegrove.org/jobs

Job posting opens August 7, 2019 and closes August 23, 2019 at 5pm.

Questions, Contact:

Bert Likens, Finance Director 541-942-3346, ext 113

or

Mandy Biehler, HR Specialist 541-942-3346, ext 114

**Submit Cover Letter, Resume and
Application to:**

City of Cottage Grove, Human Resources
Finance Clerk Recruitment
400 E Main Street
Cottage Grove, OR 97424

THE CITY OF COTTAGE GROVE IS AN EQUAL OPPORTUNITY EMPLOYER