



# *The City of Cottage Grove is recruiting a **Part-Time Finance Clerk** Position is open until filled*



The City of Cottage Grove is recruiting for a Part-Time (28/29 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 and the ability to multi-task efficiently. Does this sound like you? If so, apply today.

**Pay Range: \$18.46-\$23.56 Per Hour DOE.**

*Paid Vacation, Sick leave and Public Employees Retirement System (PERS) eligible (after 6 month waiting period).*

**Full job description and application materials are available Online at: [www.cottagegroveor.gov/jobs](http://www.cottagegroveor.gov/jobs)**

**Submit Cover Letter, Resume and Application to:** OR  
City of Cottage Grove, Human Resources  
Finance Clerk Recruitment  
400 E Main Street  
Cottage Grove, OR 97424

**Email Application Materials to:**  
[payroll@cottagegrove.org](mailto:payroll@cottagegrove.org)

**THE CITY OF COTTAGE GROVE IS AN EQUAL OPPORTUNITY EMPLOYER**