



Now Recruiting

Finance Clerk

\$19.38-\$24.74 Per Hour (DOQ)

The City of Cottage Grove is recruiting for a Part-Time (120 hours per month) Finance Clerk. This role is a great mix of clerical and customer service responsibilities with an opportunity to utilize basic accounting skills. Ideal candidates will have cash handling/balancing experience, excellent customer service and basic clerical skills. We're looking for a go-getter who enjoys working with customers, has a keen-eye for detail and has the ability to multi-task efficiently.

Schedule: Monday-Friday 10:00am-5:00pm

Full job description and materials are available online at: www.cottagegroveor.gov/jobs

Closing Date: Friday, September 15, 2023 5:00pm

Questions: Contact Human Resources at (541) 767-4114

Submit Application and Resume via Mail or Drop-Off to:

City of Cottage Grove
Attn: Human Resources
400 E Main Street
Cottage Grove, OR 97424
Or Email to: hr@cottagegrove.org

Applicants who have been selected for the position will be required to pass a criminal and credit history check.

The City of Cottage Grove is an Equal Employment Opportunity