



# Now Recruiting

## *Part-Time 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.

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

Position is eligible for paid vacation, sick leave and PERS Retirement. Part-Time employees are not eligible for medical benefits.

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

Closing Date: Thursday, January 18, 2024, 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](mailto: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