



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.

The Finance Clerk works on a team, within the Finance Department in a fast-paced, detail-oriented environment. A top priority of the department is to provide exceptional customer service, produce quality and accurate work, and collaborate with all City departments.

Does this sound like the right fit for you? Apply Today!

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

As a part-time employee you will receive ***Paid Vacation, Sick Leave*** and **fully paid *PERS Retirement***. Part-Time employees are not eligible for medical benefits.

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

Closing Date: Thursday, February 29, 2024, 5:00pm

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

Email Application and Resume to: hr@cottagegrove.org

OR

Mail or Drop-Off to:

City of Cottage Grove
Attn: Human Resources
400 E Main Street
Cottage Grove, OR 97424

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