



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
Accounting Clerk – Temporary
Finance Department
40 hours per week
\$12.00 per hour not eligible for benefits

This is a temporary assignment lasting approximately 12 months.

Qualifications: Education and/or experience equivalent to high school diploma or equivalent and one year full time bookkeeping, clerical accounting or closely related work. Cashiering and customer service experience a plus. Candidate of choice must pass employment drug and fingerprint test prior to being placed in the position.

Tasks:

Primary duties:

- Entry of tax reports
- Entry and reconciliation of payments
- Correction of amended reports

Secondary duties:

- Backup on switchboard
- Backup customer service for basic taxpayer questions
- Other miscellaneous clerical duties

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: Applications must be received by March 24, 2014

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928-777-1284 928.777-1263 800-748-6205 TDD 928.777-1100 Fax: 928.777.1213

Email: hr@prescott-az.gov Visit our website at www.cityofprescott.net

Posted: March 17, 2014