

The City of Columbia City

In Columbia County on the Columbia River



August 16, 2024

ACCOUNTING CLERK/COURT CLERK

Columbia City - part-time (30 hours per week). Performs a variety of routine and semi-skilled bookkeeping and accounting tasks and serves as municipal court clerk. Tasks include a variety of bookkeeping tasks involved in water and sewer utility accounts, including billing, receipts, reports and other account activities. Performs secretarial and clerical services, reconciliations and bank deposits. May perform accounts payable, payroll and related reports and maintain files. Does related work as required. Minimum high school graduate or equivalent education; preference given to Associates or Bachelor's Degree in related field. Requires minimum of two years experience with computer applications for finance activities; preference given to experience in governmental accounting work and experience with Springbrook Software. Combination of equivalent experience and education may substitute. Salary range \$21.11 to \$28.29 per hour/DOQ, PERS membership, and pro-rated leave and insurance benefits. For a complete job announcement and employment application, visit www.columbia-city.org, send an email to colcity@columbia-city.org, or visit City Hall at 1840 Second Street, Columbia City. Call 503-397-4010 for information. Position open until filled. EOE.

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