

**FINANCE CLERK
JOB ANNOUNCEMENT
Open: April 2, 2019
Close: April 15, 2019**

The City of Forrest City is now accepting applications for a **Finance Clerk** within the City Clerk's Office now through April 15, 2019. All applications must be submitted at Arkansas Workforce Center, 300 Eldridge Road, Suite 2, Forrest City.

This position is a full-time position
Starting pay is \$12.35 per hour.
Hours are typically Monday – Friday from 8am to 4pm

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent
- Must possess basic computer, math, and accounting skills
- Must possess a valid Arkansas Driver's License

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare bills in various funds for council approval

Pay bills

Excise tax report

Type reports, business correspondence, application forms and other material

Tile records and reports, sort and distribute mail, answer phone, and perform similar duties

Reconcile or balance accounts

File Worker's Compensation claims

Enroll new employees

Fill out insurance claim forms for employees

Receive and receipt money

- The information contained in this document is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.
- The City of Forrest City is an Equal Opportunity Employer.
- The City of Forrest City does not discriminate on the basis of race, color, religion, sex, national origin, marital or veteran status, political status, disability status or other legally protected status