



PART-TIME ACCOUNTING CLERK

The City of Jennings is accepting applications for the position of Accounting Clerk. The position is responsible for providing accounting support to the Finance Director and Accounting Coordinator. Assists with the Finance Department's handling, capturing, analyzing, researching, and reporting of all revenue and accounts. Performs routine accounting, cash handling, and administrative work in the Finance Department. Works under the general supervision of the Finance Director and management of the Accounting Coordinator. Coordinates activities with the Accounting Coordinator and part-time Clerk for assistance with duties.

Minimum qualifications include completion of at least 3 years of undergraduate core coursework in business administration, accounting, finance, or equivalent education, and 12 months of work experience including cash handling and accounting or associate degree in business administration, accounting, finance or equivalent specialized course work or equivalent work experience of at least 5 years work experience, including cash handling and accounting, or financial analysis and three (3) years of government-related training and experience, including cash handling, internal control, and ledger system entry. Starting rate of pay is \$15.29 per hour.

Applications are available at Jennings City Hall or online at www.cityofjennings.org *Application and resume **MUST** be submitted together.* NO RESUMES ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION! Completed applications with resumes may be delivered to City Hall, mailed, emailed to jobs@cityofjennings.org or faxed to 314-388-3999.

The City of Jennings is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.