

**ACCOUNT CLERK
TYPIST**

Starting pay: \$42,580
Full time, 12 month employment
Full benefits, exam required

One year of college* OR High School Diploma/HSE + 1 yr F/T work exp. req., ability to maintain neat and legible records, mathematical aptitude and accuracy a must, ability to prepare summary statements

ACCOUNT CLERK

Starting pay: \$42,580
Full time, 12 month employment
Full benefits, exam required

One year of college* OR High School Diploma/HSE + 1 yr F/T work exp. req., exp w/ ledger accounts, expense invoices and voucher records req., ability to verify and reconcile accounts and compute interest

PAYROLL CLERK

Starting pay: \$42,580
Full time, 12 month employment
Full benefits, exam required

Associates degree in Business, Finance, Accounting, or Bookkeeping*, knowledge of payroll practices & procedures, contracts & rules regarding the administration of salary plans; meticulous attention to detail req.

**JUNIOR
ACCOUNTANT**

Starting pay: \$48,916
Full time, 12 month employment
Full benefits, exam required

Bachelors degree w/ some accounting courses/exp; ability to prepare, maintain & audit financial & statistical records; ability to learn automated accounting procedures; ability to learn principles of supervision

ACCOUNTANT

Starting pay: \$90,000
Full time, 12 month employment
Full benefits, exam required

Bachelors degree +18 credits in accounting +1yr F/T paid accounting exp., ability to develop & install new accounting systems; ability to train & supervise others; ability to learn & develop proficiency in using online encryption