

# Account Clerk I

Job Status

Closed - no longer accepting applications

Job Closing Date

Fri, 02/23/2024 - 4:00 PM

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## Account Clerk I Position

**(Part-time, no benefits: 19 hours/week)**

Pay Scale: Hourly: \$18.98 – \$23.08

Come work for the City of Sutter Creek, Jewel of the Motherlode. Our small but mighty city team is a great place to work and contribute to the community.

We are looking for someone to perform a variety of tasks, including customer service, accounting including account payables and receivables, facility rentals, and clerical activities. Must be outgoing and able to work positively with customers, co-workers, supervisors and members of the public.

To apply: Submit an application and resume via email by Feb. 23<sup>rd</sup> to: [kdarrow \[at\] cityofsuttercreek.org](mailto:kdarrow@cityofsuttercreek.org)

## Supporting Documents

Sutter Creek Employment Application 104.94 KB

Account Clerk I Job Description 113.25 KB

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