



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
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Website www.cityofcashmere.org

CITY OF CASHMERE

Administration Department – Accounting Clerk

Job Type: Full-Time / Non-exempt / Union Representation

Pay: Starting hourly rate is \$21.94.

Benefits: Health, vision, & dental for employee and family, PERS retirement, sick and vacation leave

POSITION SUMMARY

The City of Cashmere has an opening for an accounting clerk in the administration Department. Position involves billing and accounts payable and other office duties as assigned. The typical work schedule is Monday through Friday 8:00 AM to 5:00 PM.

Candidates should be a team player, eager to learn, take initiative, and work effectively alone or in a team environment. The small office provides a variety of work duties and cross training for support. The positions are rewarding for the person interested in making a difference.

QUALIFICATIONS REQUIRED

High school diploma or GED; with additional education and experience necessary for successful performance of this position.

Job description and applications are available at:

<https://www.cityofcashmere.org/government/human-resources>

For inquiries contact Clerk-Treasurer Kay Jones at kay@cityofcashmere.org or 509-782-3513.

Job opened until filled.