



CITY OF BAKER CITY, OREGON

P.O. Box 650 ☒ Baker City, OR 97814-0650

541-523-6541 Voice/TDD ☒ 541-524-2024 Fax

Job Announcement Cashier/Accounts Receivable Open until filled

Cashier/Accounts Receivable: The objective of this position is to be the primary contact for the public requiring assistance from the Finance Department and/or those needing general information. This includes receiving and classifying all payments for City services; issuing receipts; preparing bank deposits, daily cash analysis and daily cash balancing. Payments are received in person, over the phone, by mail or via electronic deposit. This position also includes maintaining databases, assessing fees, processing incoming and outgoing mail and reviewing other's work for accuracy

Salary: Base-Step-5: \$3,178 - \$3,717 per month depending on qualifications, plus an excellent benefit package.

Minimum qualifications: One year of experience in office administrative/clerical practices; demonstrated ability to deal with public courteously and effectively in friendly, positive, and helpful manner; or any combination of education and experience which demonstrates provision of the knowledge, skills, and abilities listed above. Minimum typing of 40 wpm.

To apply: Submit an application, found on the www.bakercity.com website, and a letter of interest to the Human Resources Department explaining your qualifications and desire to fill the role as Cashier/Accounts Receivable.

Email: humanresources@bakercity.gov

Dropped off: 1655 1st Street Baker City OR, 97814 Room 205

The City of Baker City is an EEO Employer.