**Job Advertisement**

**City of Coleraine**

**Deputy Clerk**

This position is being posted both internally and externally.

The city of Coleraine is seeking an outstanding candidate for a part-time Deputy Clerk. This position performs non-supervisory work that includes clerical, secretarial, and receptionist duties to support the Clerk-Treasurer and the city’s administration. Has primary responsibility for employee payroll; payroll related and other reporting; accounting and public utilities; and receptionist tasks (phone and front counter service). Provides data entry support of accounts payable/receivable, some banking tasks, and accomplishes other administrative tasks.

**Required:** High school graduate or equivalent AND some course work in accounting, payroll, and related reporting AND one year of experience in general office procedures, automated accounting/payroll systems, and regular customer contact. An equivalent combination of education and experience may be substituted.

**Desired:** Certification or higher degree in accounting/bookkeeping or experience in public finance and accounting.

**$26.03 per hour. 26 hours per week. Union position -- MN Teamsters Public and Law Enforcement Employees’ Union, Local 320.**

All candidates must complete a City of Coleraine employment application packet. Please include a resume. Please fill out the application completely – do not answer any application questions with “see resume”. Application and job description may be picked up at the Coleraine City Clerk’s office Monday through Thursday between 8:00 a.m. and 4:30 p.m. or available to print from [www.cityofcoleraine.com](http://www.cityofcoleraine.com).

Apply in person, mail to: City Clerk, PO Box 670, Coleraine, MN 55722, fax to: 218-245-2123, or via e-mail to: [banderson@cityofcoleraine.com](mailto:banderson@cityofcoleraine.com).

**Applications accepted until Tuesday, August 3rd at 4:30 p.m.**

AA/EEO EMPLOYER