The City of Central Point
is currently recruiting for the position of

Payroll Account Clerk

The City of Central Point is seeking to establish a pool of qualified applicants for the position of:

PAYROLL ACCOUNT CLERK - FINANCE DEPT.

Applications & supplement documents will be accepted until 4:00 p.m. Tuesday, March 1, 2016

The person in this position will provide a variety of support functions to the Finance Department and serve as an information resource to City staff and members of the general public. ***See job description for details.***

Minimum Qualifications:

- completed City of Central Point employment application and all supplemental application forms and/or documents
- high school diploma, or equivalent
- three years of related, relevant experience
- strong organizational, communication, and computer skills
- ability to contribute to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times
- excellent work ethic

Preferred Qualifications:

- Payroll knowledge and experience, highly desired
- Accounting education and/or experience
- Associate's Degree or higher in accounting, business, or related field
- 10-key by touch
- Microsoft Office - proficient at EXCEL

This is a bargaining unit position represented by Teamsters Local 223. Pay and benefits set forth in the current bargaining agreement include:

Starting Salary: $2,916/month Grade 4 of the Classification Pay Plan
Salary Range $2,916 - $3,722/month

Benefits Package: Medical, dental, vision, and Rx insurance, health reimbursement account, vacation and sick leave accrual, paid holidays, PERS retirement, life and long term disability insurance, plus optional deferred compensation, flexible spending account, and additional life insurance.

A signed City of Central Point employment application and OPAC certification documents are required to be considered for this position. Additional information addressing your qualifications for the position may be submitted. Late or incomplete applications will not be considered. **Please follow instructions on how to apply and to include the required documents with your application**

Return signed, completed application packet to:
City of Central Point
Attn: Human Resources
140 S 3rd Street
Central Point OR 97502

or fax to:
541.664.4225
You may call 541-423-1046 or email hr@centralpointoregon.gov to confirm receipt of application (and legibility of fax)

All application materials must be received by 4:00 p.m. on Tuesday, March 1, 2016.

Selection Process: Applications will be reviewed by the Human Resources Department and Finance Department. Candidates most closely meeting the City's needs will be referred for interview with final appointment by the City Manager. Selection procedures and time lines subject to change. Those selected must be able to provide proof of legal right to work in this country. Hiring will be subject to a favorable pre-employment exam, including a criminal history, background investigation, and favorable driving record.

**The City of Central Point reserves the right to re-advertise or to delay indefinitely the filling of a position if it is determined that (1) applicants do not constitute an adequate recruitment pool; (2) candidates within the pool do not fulfill the desired qualifications; (3) the City does not have the necessary funds for the position at the time; or (4) it is for any reason not in the best interest of the City to fill the position.*

The City of Central Point is a non-discriminatory, equal opportunity employer.