

**CITY OF OTHELLO
ACCOUNTS PAYABLE CLERK**

The City of Othello is accepting applications with resumes for an Accounts Payable Clerk. This is a 40 hour per week, Monday-Friday, full-time position at the City Hall Administration Office. This position is funded thru 2010; however 2011 funding will depend on budget approval. Primary responsibility is the preparation and completion of the city's monthly accounts payable, requiring excellent computer and accounting skills. Duties include: computer input, using Microsoft Word, Excel, as well as customized software packages, customer service, cash handling and general secretarial procedures.

Education and/or Experience: 2-year Associates Degree and two years of accounting or accounts payable experience; or any satisfactory combination of education / training and experience which demonstrates the ability to perform the above duties. Bilingual (English/Spanish) is desirable, but not required. Starting salary is \$2,820.85 per month, plus benefit package.

Applications and a complete job description can be obtained from Othello City Hall at 500 E Main Street, by contacting the Finance Department at (509) 488-5686 or through the City's Web Site: www.othellowashington.us. Please submit a resume with your completed application by the deadline date of June 30, 2010 5:00 p.m. The City of Othello is an Equal Opportunity Employer.