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**Job Opening  
 Posted July 9, 2020**  
**Job Title:** Receptionist II/Cash Receipt Clerk   
**Pay Rate:** $17.17hr.- $20.19hr. DOE   
**Pay Grade:** 3   
 **Department:** Administration

**Position Summary**   
Under the general direction and supervision of the Finance Director, the Receptionist/Cash Receipts Clerk performs and completes the necessary tasks relating to cash receipts and performs general office duties.

**Duties & Responsibilities**  
- Perform all tasks relating to cash receipts.   
- Maintain city businesses’ sales tax records and send quarterly reports.   
- Perform general office duties.   
- Perform all other duties as directed.

**Qualifications  
-** High school diploma or equivalent preferred.   
- Must be prompt and courteous to all customers.   
- Must have knowledge of office machines including fax, 10-key calculator, and computers.   
- Must have basic Microsoft Office skills including Word, Excel, Outlook and Publisher.   
- Must be detail-oriented, punctual, flexible, able to meet deadlines, and able to multitask.

**Applications**   
Complete job description, qualifications/requirements, and job application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall.

***The City of Craig is an Equal Opportunity Employer***