

**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***