

## JOB POSTING

### **Office Assistant**

St. Francis is accepting applications for an Office Assistant. This is a full-time position working 7 am to 5:30 pm Monday – Thursday. Primary responsibilities include front line customer service, preparing reports, data entry, accounts receivable and payable, assist with utility billing inquiries, park and community center scheduling, and provide information for building functions. Two years of receptionist and general clerical experience involving record keeping, preparation of correspondence, spreadsheets and customer service. Prefer experience providing clerical support to planners and building inspectors. The starting salary of \$23.05 effective January 1, 2019. The job description and application are available at St. Francis City Hall, 23340 Cree Street NW and on our website [www.stfrancismn.org](http://www.stfrancismn.org). To be considered for this position, a completed St. Francis application must be received by 5:00 pm, December 20, 2018.