

## JOB POSTING

### **Accounting Technician/Deputy Clerk**

St. Francis is accepting applications for an Accounting Technician/Deputy Clerk. This is a full time position working Monday – Thursday (Four ten-hour days 7 am – 5:30 pm). Duties include data entry for accounts payable, receivables, payroll, scanning, filling in at front desk, helping with elections, and special projects. Minimum qualifications include Two years of College course work in accounting and one year of related experience, including accounts payable/receivables and financial records management OR one year of accounting courses and two years of accounts payable and receivable experience. Must be able to be bonded. **Salary Range is \$26.69-\$33.38** per hour. The job description and application are available on our website [www.stfrancismn.org/job-opportunities/](http://www.stfrancismn.org/job-opportunities/) or at City Hall, 23340 Cree Street NW. To be considered for this position, a completed St. Francis application must be received by 5:00 pm May 29, 2019.