



THE CITY OF
WATERTOWN
Accounting Clerk-Finance Office

The City of Watertown is looking for a detail minded Accounting Clerk to support our team! Interested candidates will provide cover letter, application, and resume highlighting their contributions in the areas of payroll processing, accounts payable and general accounting as it relates to the job description. This is a technical position whose duties include providing general accounting and administrative support services to the Finance Department.

This position will be under general direction of the Finance Director. This position is responsible for general accounting transactions, payroll processing, accounts payable and other administrative duties as assigned according to established procedures, methods, and policies. Work is performed with some independence but is subject to checks for accuracy through internal controls.

Associates Degree in business or accounting plus at least two years of experience in payroll and/or general accounting, or equivalent combination of education, experience, and training.

Wage range is \$21.19-\$22.40.

Applications available at City of Watertown HR Department or online at www.ci.watertown.wi.us

HUMAN RESOURCES DEPARTMENT

106 Jones St. PO Box 477

Watertown, WI 53094

Monday Friday From 8:00 a.m. 4:30 p.m. or

Application Deadline: Friday, June 10, 2022 or until position is filled

Equal Opportunity Employer

Employment based on Pre-Employment

Drug & Alcohol Testing