

NOTICE TO THE PUBLIC

JOB POSTING

Finance Staff Assistant

Posted: 3/11/2022

End Date: Posted Until Filled

The City of Monroe is now accepting applications for the position of Finance Staff Assistant. This position is responsible for processing financial system transactions and providing support to the finance department with various duties.

Qualified applicants must:

- Have a high school diploma or general education degree (GED); or equivalent combination of related training and experience.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Have accounting experience.
- Have skill in the use of correct grammar in oral and written communications.
- Have the ability to perform mathematical computation with accuracy.
- Have Microsoft Excel experience to perform complex spreadsheets.
- Have skill in organizing work and maintaining reports and files.
- Have skill in use of calculator, computer, telephone system, copy machine, and facsimile.
- Have the ability to communicate effectively and courteously over the phone, in writing and in person with the public and coworkers.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is \$30,000 to \$44,000. Actual starting salary within this range is dependent upon applicant's qualifications. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.