**CAREER OPPORTUNITY**

**The City of Centerton is accepting applications for**

 **FINANCE CLERK**

**Essential Duties & Responsibilities**

First contact of the Finance Dept. and City Hall, answering phones, routing visitors, sorting and distributing mail, taking payments, copying, filing, opening/closing of City Hall and any other duties as assigned by the Finance Director and or the Mayor.

**Qualifications / Requirements**

Proficient in word, excel and outlook. Excellent communication skills and must be able to operate office equipment.

**Hours**

Monday through Friday 8:00am to 5:00pm

If you are interested, please submit your resume to Human Resources via email at careers@centertonar.us or in person at

200 Municipal Dr

Centerton, AR 72719

For specific information call 479-795-2750 ext. 104.

*The City of Centerton is an equal opportunity Employer*