



**CASHIER/BILLING CLERK
CITY OF JORDAN**

Position reports to the Finance Director. Responsibilities include assisting with utility billing, deputy registrar, finance and general administration/clerical duties. Other duties include preparing deposits, answering phones and customer service. Requires a minimum of one year of office experience as a receptionist and/or cashier with public contact, bookkeeping, and data entry. High school diploma or equivalent is required. Some post secondary education is preferred. Estimated starting pay range is \$18.50 - \$20.44 per hour, DOQ. Employment applications are available at www.jordanmn.gov or at City Hall. A completed city application must be received by 5:00 p.m., November 1, 2019 for consideration.