

**Job Posting for the City of Columbiana  
Assistant City Clerk**

The City of Columbiana is currently seeking to fill the position of Assistant City Clerk. This is a full time position with excellent benefits. Salary Range depends on experience. We prefer applicants with experience in public administration. Experience in the following is also preferred:

- Excellent communication skills (written and verbal)
- 2-3 years min. experience in accounting (payables, receivables or both; clerk)
- Microsoft Word and Excel Spreadsheets (can test for skill level) Financial Software
- Accounts Payable / Receivable
- Daily G/L Entry
- Bank Statement Reconciliation
- Budgets
- Financial Reports
- Weekly, Monthly, Quarterly Tax Deposits and Reports
- W-2's and 1099's
- Insurance / Workman's Comp
- Strong attention to detail, while able to work at pace as needed (close-outs, accounting cycles, etc.)
- Solid data entry skills (speed and accuracy)
- Knowledge of accounting principles and processes

**No phone calls please.**

You may pick up an application at:

City of Columbiana

107 Mildred Street

Columbiana, AL 35051

8:00 a.m. – 4:00 p.m. Daily

Or request by email at: [mfrey@cityofcolumbiana.com](mailto:mfrey@cityofcolumbiana.com)

**Application deadline will be June 30, 2017**