



BEATRICE
CITY • BOARD OF PUBLIC WORKS

CITY HALL

400 Ella Street | Beatrice, NE 68310
Phone: 402.228.5200 Fax: 402.228.2312

SERVICE CENTER

500 North Commerce Street | Beatrice, NE 68310
Phone: 402.228.5211 Fax: 402.223.5181

ACCOUNTING CLERK

GENERAL DUTIES

Perform general accounting work and various municipal accounting operations within the general ledger, accounts payable and receivable, and payroll. Assist with clerical accounting activities involving purchasing, grants, budgeting, and auditing. Review and process invoices; Preparing checks and maintain files; Data entry from journal entries and cash receipts.

SKILLS REQUIRED

- Ability to perform complex math and accounting skills.
- Ability to apply accounting and bookkeeping procedures.
- Ability to work in environment with constant interruptions.
- Organizational skills.
- Good customer/public relations.
- Ability to work independently.

QUALIFICATIONS

- High school diploma or equivalent required.
- Associates Degree or additional courses in bookkeeping, data entry, and office procedures and practices or equivalent experience preferred.
- Experience performing billings and/or data entry preferred.
- Three (3) or more years of experience performing accounts payable, payroll, or general accounting preferred.

COMPENSATION

Hourly range for this position is \$13.72 to \$20.09 based on qualifications, plus benefits. The City of Beatrice offers the following benefits to its employees:

- Employer paid health insurance.
- Dental and eye care insurance.
- Vacation, personal, and medical leave.
- Retirement plan and deferred compensation plans.
- Life insurance and long term disability.
- Flex pay health reimbursement account.

APPLICATION PROCESS

Applications are available in the City Clerk's Office or online. Send application and resume to the following address:

City Clerk
400 Ella Street
Beatrice, NE 68310

Applications must be received by 5:00 p.m. on August 31, 2016.