

**CITY OF GLOBE  
FINANCE ADMINISTRATIVE CLERK**

**Job Posting No. 18-09**

The City of Globe is accepting applications for Finance Administrative Clerk. This position is full time, benefits eligible and is located in the Finance Department.

**Job Description:**

The Finance Administrative Clerk will perform accounts payable data entry and a variety of routine clerical, secretarial, administrative and other duties in the Finance Department.

**Minimum Requirements:**

- High School Diploma or equivalent
- Ability to establish and maintain working relationships with employees, supervisors, officials, department heads and the public
- Ability to perform arithmetic computations accurately and quickly
- Ability to work under pressure and/or frequent interruptions
- Ability to use PC computer, typewriter, calculator, telephone, cash register, copy and fax machines
- At least 18 years of age
- Must be able to pass the required physical exam, background check and drug screen
- Valid AZ state driver's license or ability to obtain one

**Preferred Experience:**

- Prior payroll experience considered a plus
- Previous data entry experience
- Previous accounts payable experience

**Starting Salary:   \$14 per hour**

Applications are available at City Hall, 150 N. Pine Street, Monday through Friday, 8:00 a.m. to 5:00 p.m., or on our website at [www.globeaz.gov](http://www.globeaz.gov). Applications and resumes with any additional related information must be received **at City Hall** or by fax at (928) 425-4820 for consideration. **Position will remain open until filled. First review of Applications with any additional related information will be Friday, April 13, 2018, at 5:00 p.m.** at City Hall or by fax at (928) 425-4820. Please respond to **Job #18-09** when applying. EEO / H / V / A/A

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