

JOB NOTICE

Forks City Hall
Utility/Accounting Assistant

The City of Forks is accepting applications for the position of **Utility/Accounting Assistant**.

Basic Function: Performs a variety of functions to support and assist the City Clerk/Treasurer. This position will be cross trained with the Utility Biller, will be responsible for record keeping, responding to public inquiries, other assigned accounting duties and front counter duties to include receipting and customer assistance.

Minimum Qualifications: Valid Washington State driver's license, high school diploma or GED. Minimum two years' accounting experience. Demonstrate computer experience to include such programs as Microsoft Word and Excel. Type at least 40 words per minute and exhibit 10-key proficiency. Basic office skills and knowledge.

Salary: \$3,352 - \$4,795 DOQ with benefits

Employment Status: Full time M-F 8:00-5:00

Application and job description are available at Forks City Hall-Water Dept or on the City website at forkswashington.org

The City of Forks is an equal opportunity employer. Applications accepted until April 1, 2025, at 5:00 pm

Contact Nerissa Davis, Human Resources, 360-374-5412 x 109 or nerissad@forkswashington.org for more information.