

## CITY OF WILLIAMS

needs a temporary, part-time (approximately 20 hrs./week) staff member who is highly competent in data entry, calculator skills, filing, customer service and general office practices to assist in our Finance Dept. \$10 per hour with no benefits. Applications are available at [www.williamsaz.gov](http://www.williamsaz.gov) or may be picked up at City Hall, 113 S. 1<sup>st</sup> Street. Selected applicants must pass a background check and testing. Applications should be completed and returned to City Hall. Position is open until filled.

*The City of Williams is an equal opportunity employer.*

## TEMPORARY EMPLOYEE

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### City of Williams Position Description (Grade 1)

#### Summary of Position

Assistance given to the Finance Department and/or the Administrative Department with on-going tasks and special projects assigned as needed.

#### Organizational Relationships

1. Reports to: Interim Finance Director and/or City Clerk/HR Director
2. Directs: This is a non-supervisory position.
3. Other: This position will require approximately 20 hours/week for approximately six months.

#### Essential Duties

- Enters monthly fuel usage into Excel spreadsheets.
- Enters daily Golf Course sales into Excel spreadsheets.
- Performs general clerical duties, including typing, printing and filing documents.
- Serves as lunch-time relief for Front Desk Attendant, greeting and assisting visitors, accepting utility bill payments and answering telephone.
- Performs other related duties, as requested, directed, or assigned.

#### Job Knowledge, Skills and Abilities

- Knowledge and experience in general office practices.
- Knowledge and experience in accounting practices.
- Skill in using 10-key calculator with accuracy and some speed.
- Skill in Word, Access, and proficiency working with Excel spread sheets and formulas.
- Skill in adapting to structured work environment, following established policies and procedures.
- Ability to logically interpret accounting information and perform calculations accurately and precisely.
- Ability to work independently, recognizing when help is needed and asking for it.
- Ability to offer extraordinary customer service.

#### General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.