



City of Montague
230 South 13th Street, Montague, CA 96064
Mailing Address: P.O. Box 428, Montague, CA 96064
Phone: 530-459-3030
Email: clerk@cityofmontagueca.gov

JOB ANNOUNCEMENT ACCOUNT CLERK

PART TIME: 20 HRS
HOURLY WAGE: \$18.90/hr. DOE
SCHEDULE: MONDAY – THURSDAY
DEADLINE: SATURDAY, FEBRUARY 28, 2026, AT 12:00 PM

Under the direction of the City Clerk and Assistant City Clerk, the Account Clerk is to perform varied and difficult clerical work that requires the ability of a detail oriented individual. To perform responsible and confidential secretarial duties, and to participate in the maintenance of official City documents and records, and to do other related work as required. The Account Clerk plays a multi-faceted roll that is also one of high visibility in the city, county, and the public. The Account Clerk is a resource for information and assistance, and sometimes handles contentious situations and responds to the needs of the public. Cross training with room for advancement. Must pass background check.

MINIMUM REQUIREMENTS:

Ability to thoroughly verify and audit information, making computations, reviewing for completeness, accuracy and consistency; ability to perform repetitive clerical work of more than average difficulty with attention to detail. Two to four years of increasingly responsible administrative experience involving contact with the public and working with numbers. Must have experience with governmental accounting.

DUTIES:

Maintain files and records; receives inquiries and gives out information; explains procedures, may substitute in other than regular assignments during vacation and illness; operates a variety of standard office equipment. Assist in the maintenance of City records, manages the collection of utility charges/payments, license fees, and other revenues, and data entry of cash receipts. Answers telephones, relays messages to other city departments, and daily contact with the public. Assist and performs duties as required by the City Clerk pertinent to City ordinances and government codes, and occasionally may take bank deposits to bank, and other duties as assigned. Assist Public Works Supervisor when needed. (Minimum 1 hour a week) While performing the duties of this job, the employee must have the ability to frequently sit, talk, hear, stand, walk, stoop, and kneel. Must be able to use hands and fingers and occasionally lift, pull, push and/or move files or boxes not more than 50 pounds.

KNOWLEDGE AND ABILITIES:

A good knowledge of governmental accounting and journal entries; modern office procedures and practices; correct punctuation, spelling, and correct grammatical usage together with the ability to learn quickly technical terms and specialized terminology; good knowledge of the types and uses of standard office machines and the ability to learn other operations; ability to make mathematical calculations, analyze and interpret reports, records and data, to perform moderately difficult and responsible clerical work and to make decisions to routine procedural matters without immediate supervision; good knowledge of filing, indexing and cross referencing methods; ability to prepare and maintain accurate and concise records and reports; ability to understand and carry out written and oral instructions; ability to deal tactfully and courteously with the public. Possess the ability to type at a speed of 45 words per minute and create spreadsheets in MS Excel.

Proof of auto insurance with the minimum required limits at time of hire.

EOE

Please contact the City Hall office @ 530-459-3030.