

	<p style="text-align: center;">City of Yreka Invites Applications For</p> <p style="text-align: center;">Payroll Administration Finance and Administration</p> <p style="text-align: center;">\$33,519.55 - \$42,780.41 Annually (2017) \$34,357.54 - \$43,849.92 Annually (2018) \$35,216.48 - \$44,946.17 Annually (2019)</p> <p style="text-align: center;">Recruitment: Continuous Until Filled</p>	<p>HUMAN RESOURCES 701 Fourth Street Yreka, CA 96097</p> <p>(530) 841-2386 Fax (530)- 842-4836</p> <p>www.ci.yreka.ca.us</p>
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THE POSITION

The City of Yreka is seeking an experienced individual, to be assigned to payroll and cash management, with a working knowledge of accounting, banking and finance. The ideal candidate would have a combination of college coursework and work experience with payroll administration and financial accounting systems. This is a journey-level position that performs the full range of clerical, administrative, operational and financial program support duties assigned to the classification.

SPECIAL REQUIREMENTS:

- 1) Criminal History and Background Check: Applicants will be fingerprinted for the purpose of a search of local, state and national fingerprint files to disclose any criminal record.
- 2) Valid State of California Driver's License.

APPLICATION PROCESS

Interested individuals must submit a City of Yreka employment application to the Personnel Department in order to be considered. Applications not received by the Personnel Department by the close of the recruitment may not be considered; therefore, prompt application is encouraged.

Job description and employment applications are available online at www.ci.yreka.ca.us and at City Hall. For further information please call (530) 841-2386 or e-mail to hr@ci.yreka.ca.us. Completed applications must be received by the City of Yreka, 701 Fourth Street, Yreka, CA 96097. First closing at 5 p.m. August 17, 2017.

Completed application packets should include the following:

- Application
- Cover letter and resume

Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process.

Please contact the Personnel Department by the closing date if you require accommodation in the interview/examination process. Medical disability verification may be required prior to accommodation.

AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER