

Accounting Office Clerk - Student

REGULAR FULL-TIME

Clark Public Utilities is a customer-owned electric and water utility located in Vancouver, Washington. The utility is committed to providing exceptional customer service, reliability, and efficiency. We are recruiting for an **Accounting Office Clerk - Student**.

How to Apply

Students interested in being considered for this position are invited to submit a resume to Human Resources. Please include a cover letter indicating why you are interested in this position and what you can contribute, based upon your experience and education. Please forward your resume with cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Dept, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

POSITION SUMMARY

This position reports to the Accounting Manager and is located at the Electric Center, 1200 Fort Vancouver Way. Working hours are between 7:30 a.m. and 4:00 p.m., Monday through Friday. Hours may be flexible around education schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position consists of assisting in the Finance Department with various duties including but not limited to:

- Data entry
- Accounts payable tasks
- Filing
- Phone coverage
- Other miscellaneous projects as assigned

QUALIFICATIONS:

High school graduate, and must be enrolled in college with a minimum of 10 credit hours. Experience using Microsoft Word and Excel is required. Must demonstrate the ability to type at least 35 words per minute with minimal errors, and efficiently operate a ten-key calculator. Knowledge and experience of accounting procedures a plus. Strong organizational skills and high degree of accuracy required. Requires excellent communication and customer service skills. Must be flexible, dependable and teamwork oriented.