



## **City of Hoyt Lakes Job Opportunity**

The City of Hoyt Lakes is seeking applications from qualified applicants for the full-time position of Accounting Clerk.

Position performs skilled clerical work assisting the City in general business operations including, but not limited to, accounts payable/receivable, utility billing, maintaining city records, balancing cash drawer. Must be able to multi-task, communicate effectively with customers, citizens, elected officials and staff and have a working knowledge of basic accounting practices and procedures.

Minimum qualifications include an AA Degree in business, accounting, computer studies, or similar degree and one year of clerical experience involving computer operations, record keeping and mathematical computations. Two additional years of relevant experience can substitute for degree.

For an application packet please contact the Office of the City Clerk, 206 Kennedy Memorial Drive, Hoyt Lakes MN 55750, (218) 225-2344 and/or [www.hoytlakes.com](http://www.hoytlakes.com). Deadline for applications is 4:00 pm Thursday, November 9, 2017.