



# City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

<b>Finance Clerk I Position Available February 27, 2025</b>	
Position Title:	Finance Clerk I
Closing Date:	Open until filled
Annual Salary:	\$34,611.20
General Summary:	Under direct supervision performs duties related to the acceptance and processing of various payments to the City, and provides a wide variety of clerical assistance to the Finance Department. Reports to the Finance Director.
Description:	<p>Collects and receipts payments to the City; such as utility bills, assessments, parking violations, garage sale permits, dog licenses, occupational licenses, water and sewer deposits, community center rent, recreation fees, police revenue, code liens, etc. Processes payments received through the mail and night deposits.</p> <p>Posts payments to correct revenue accounts and maintains daily balanced cash drawers</p> <p>Receives Deposit Credit Requests and forwards them to the appropriate personnel</p> <p>Retrieves and opens incoming utility bill mail</p> <p>Performs a variety of receptionist duties directing customers to appropriate personnel and providing information and assistance</p>
Minimum Qualifications:	<p>High school diploma required</p> <p>2-4years of customer service and general office experience</p> <p>Valid Florida driver's license preferred</p> <p>Business and computer training preferred</p> <p>Any equivalent combination of training and experience which provides the required knowledge, skills and abilities</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site <a href="http://www.cityofedgewater.org">www.cityofedgewater.org</a></p> <p>Education documents must be submitted at time of application</p> <p>EOE/DFWP/VP</p>	

**Human Resources Department  
104 North Riverside Drive  
Edgewater, Florida 32132-0100  
(386) 424-2400 • FAX (386) 424-2474**