



City of Isleton

101 Second Street

P.O. Box 716

Isleton, California 95641

Tel: 916-777-7770

Job Title: Accounts Payable Clerk
Department: Finance Department (Full Time)

The City of Isleton is seeking proposals from a firm or individuals to provide Full-time Accounts Payable. The current position is open to consulting firms and individuals.

The ideal candidate/firm must show a High school diploma or GED.

- A 4-year degree in Accounting preferred but not required.
- Ability to prioritize and to multi-task in a fast paced environment
- Ability to handle confidential information in a discreet, professional manner.
- Eye for detail, accuracy is imperative.
- Able to meet deadlines.
- Excellent oral and written communication skills.
- Excellent organizational and analytical skills.
- Ability to be effective team member and display initiative.
- Proficient with MS Word and Excel, QuickBooks experience preferred.

Interested Firms and Individuals may send a resume/proposal to: City of Isleton, P.O. Box 716, Isleton, CA. 95641.

Inquirers of these positions can be directed to Yvonne Zepeda at 916-777-7770/ Fax# 916-777-7775 and email Yvonne.zepeda@cityofisleton.com for more information.