The City of Washington is seeking a qualified person for a position in the Clerk-Treasurer’s office. The preferred candidate will be required to work with Payroll and Excel and be familiar with Accounts Payable and Accounts Receivable. Experience in Human Resources and knowledge of employee benefits would be a plus. This is a full time position requiring flexibility during peak times. Applicant must have strong communication skills, attention to detail and work well in a fast paced office. The City offers competitive salary, health and life insurance and retirement. Residence within the City or County is preferred. Applicants will need to submit both an application and resume. Applications can be picked up at the Clerk-Treasurer’ Office. Applications and resumes, including salary requirements and references, should be sent to: Clerk-Treasurer, 101 NE 3rd St., Washington IN 47501 or emailed to Beth.McGookey@washingtonin.us. An Equal Opportunity Employer.