

## **City of Diamondhead Finance Clerk**

The City of Diamondhead will be receiving applications for an experienced Finance Clerk.

The Finance Clerk primary duties include purchasing and procurement, assists with accounts payable and provides clerical and administrative support within the Finance Department. Great communication and organizational skills needed.

Salary to be determined based on qualifications and experience.

NOTICE: Members of Mississippi Public Employees' Retirement System (PERS): The City of Diamondhead **DOES NOT** participate or contribute to PERS. If you are a PERS retiree or eligible for PERS non-disability benefits, employment with the City of Diamondhead **DOES NOT** affect PERS benefits you are receiving or may receive.

Resumes and applications submitted in person or by regular mail must be delivered to Diamondhead City Hall, Human Resources 5000 Diamondhead Circle, Diamondhead, MS 39525. Application deadline is 5:00 pm CST on Friday July 31, 2020.