# City of Columbus
# Job Postings

The City of Columbus is accepting applications for the following positions:

Accountant (24 hours M-W-F). This position performs a wide variety of accounting and finance activities for accounts payable, payroll, analysis of general account activity, regulatory reporting, tracking city assets and monthly, quarterly, year-end financial statements and other duties as assigned.

Administrative Assistant (15 hours T-TH). This position performs duties in the administration, accounting and building departments. Duties include customer service, document scanning, accounts receivable coding, processing and issuing building permits, building department data entry, and scheduling building department inspections.

Planning Commission Secretary (24 hours per month). This position performs administrative duties primarily focused on attending and drafting minutes for Planning Commission meetings. The Planning Commission meets on the 1st and 3rd Wednesdays of the month at 7:00 p.m.

To obtain more information or an application packet please visit the City of Columbus website: columbusmn.us or call 651.464.3120 to request an application packet by email. All applications must be submitted by the deadline date to the City of Columbus, 16319 Kettle River Blvd., Columbus, MN 55025. AA /EEO