

Job Opening

The City of Medora will be accepting applications for the position of a part-time Deputy City Auditor. Applicants must have accounting and business administration experience and have strong customer service, communication, organization, computer and accounting skills. This person would be responsible for aiding in the financial matters of the city including payroll, utility billing, A/P, and A/R. Other duties will include assisting the public; answering telephone calls; email and paper correspondence; coordinating events in the community center; prepping for city meetings; and other responsibilities as assigned. Starting pay rate is \$14.50/hr, depending on experience, with an average 16-24 hr work week. Experience with Accounting Software and MS Office required. Request a full job description and application at mauditor@midstate.net or call Gary Ridenhower at 701-623-4828. Please email resumes, or mail to: City of Medora, PO Box 418A, Medora, ND 58645.