



WE ARE HIRING!

Salary range:
\$4,450-5,477
per month DOE,
plus excellent benefits



*The City of Pendleton is an
Equal Opportunity Employer*

SENIOR ACCOUNT CLERK (ACCOUNTS PAYABLE)

The City of Pendleton is seeking a detail-oriented for a Senior Account Clerk to join our Finance Department. This position plays a key role in managing accounts payable and improving operational efficiency.

Key Responsibilities:

- Receive and process invoices and purchase orders for accounting and payment
- Confirm proper account coding and authorization
- Enter payables into financial systems
- Monitor and manage digital invoice approval system to ensure timely processing
- Collaborate with vendors to streamline invoice delivery methods and explore digital payment options
- Identify and implement software solutions to reduce manual, redundant tasks and improve efficiency
- Prepare weekly check runs for payment of accounts and track invoices for timely payment
- Generate regular reports for audits and compliance

If this sounds like you, fill out an application at <https://pendletonor.gov/hr/page/employment>

Qualifications:

- Excellent customer service and communication skills
- Two years experience in bookkeeping or accounting (public or nonprofit experience preferred)
- AA degree in accounting preferred, or equivalent combination of education and experience
- Intermediate to advanced proficiency in Microsoft Excel for data analysis and reporting
- Willingness to explore and adopt new technologies to enhance efficiency

Applications are available at
<https://pendletonor.gov/hr/page/employment> or
at City Hall, 500 SW Dorion, Pendleton, Oregon

**This position is open until filled with first review on
March 20, 2026 with subsequent reviews every two
weeks.**