est. 1895 Office of The Clerk Treasurer

CITY OF GREENSBURG

April 20, 2023

**JOB POSTING**

**JOB DESCRIPTION**

POSITION: Intern

DEPARTMENT: Clerk Treasurer

WORK SCHEDULE: 8:00 am – 4:00 pm, M-F, 12-1 Lunch

STATUS: Seasonal/part-time – up to 35 hours/week

PAY: $12-18/hour

AVAILABILITY: Beginning May 17, 2023

The Greensburg Clerk-Treasurers office is seeking a summer intern.

Answer telephone, filing, and assisting with bookkeeping, accounts payable/receivable, payroll and benefits. Various projects as assigned. College students seeking degrees in Accounting, Finance, Business or Human Resources will be considered first.

Applications are available from Greensburg City Hall as well as online at:

<https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit the completed application to Julie Nobbe at City Hall.

Questions may be directed to me at the number and email address below. Thank you.

Sincerely,

Amy Borns

Clerk-Treasurer

City Clerk Treasurer

Amy Borns

812-663-8582

greensburg.in.gov

314 W Washington St, Greensburg, IN 47240