



AREA AMBULANCE SERVICE

RANDAL DUNFORD
DIRECTOR

Job Posting

Tomah Area Ambulance Service is accepting applications for the position of **Bookkeeping Clerk**. The Bookkeeping Clerk will be responsible for a variety of office duties consisting of, but not limited to; billing for ambulance services, typing, data processing, customer inquiries, and record keeping. Desired candidate should have strong background in business accounting practices. Communication and people skills are critical. The position is full-time, 40 hours per week, \$16.56 per hour plus benefits which includes state retirement. The City of Tomah is an Equal Opportunity Employer. Applications can be found at www.tomahonline.com or can be picked up at Tomah City Hall or Tomah Area Ambulance Service. Cover letter, application and resume should be completed and submitted to: Randal Dunford, Director, 318 Arthur Street, Tomah Wisconsin 54660 or via email to rdunford@tomahonline.com . Full job description can be found on City of Tomah website. Deadline for accepting applications is Friday, July 29, 2017 at 4:30PM.