

City of Grants Pass

JOB OPPORTUNITY



Accounting Technician

Finance Department

Compensation: \$16.30 - \$20.62 per hour

Summary of Position:

The Accounting Technician will have two years of customer service and/or accounting experience; or an equivalent combination. Proposed schedule is 8:30 a.m. to 5:30 p.m., Monday through Friday.

The Finance Team provides fiscal integrity and efficient service through communication, technology and teamwork. The successful candidate must embrace technology and be comfortable with changing processes.

The Accounting Technician performs a variety of accounting support duties including data entry, customer service, and other routine accounting

Minimum Qualifications:

A High School Diploma or GED, and two years of customer service and/or accounting experience are required. Must have excellent communication skills and enjoy the challenge of detail-oriented work.

Must have skill in using computers and related software applications. Must have the ability to organize and prioritize a variety of projects, and multiple tasks in an effective and timely manner. Interpersonal and communication skills to professional and effectively interact with coworkers, supervisor, and the general public.

A typing speed of 30 words per minute is required to be submitted with the application.

Ranking & Selection:

The ranking and selection of applicants to proceed in the process includes: meeting the minimum qualifications of the position, experience, education, and responses to the supplemental questionnaire. The selection process for the position of Accounting Technician includes the following steps: application, testing and hands-on exercises, oral interview, tentative offer, reference checks, pre-employment drug testing, and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

For More Information:

Visit www.grantspassoregon.gov or contact Toni Martin in Human Resources at 541-450-6050.

Applications will be accepted until:

June 2, 2017, 5:00 p.m.

Required materials by application deadline are:

- City application
- Cover letter
- Resume
- Typing Certificate

Late or incomplete applications will not be accepted.

APPLY TODAY!

Visit us online at
www.grantspassoregon.gov



in person at
City Municipal Building
101 NW A Street, Rm 205
Grants Pass, OR 97526



Contact Human Resources at
541-450-6050

