

CITY OF FIREBAUGH

Full-time

JOB DESCRIPTION

Classification: Accounting Technician I – Full-time

Compensation: Monthly Salary \$2,224 - \$2,980; depending on qualifications

The City of Firebaugh has a need for a full-time Accounting Technician I. The Accounting Technician must be highly analytical, have an eye for detail and an excellent communicator. Responsibilities will include customer service, answering phones, receiving utility payments, processing utility payments, and processing account receivable payments. The City of Firebaugh uses the Corbin Willits System (MOM's), knowledge of the software would be a plus but not required. Applicant must have knowledge of Microsoft Outlook, Word, Excel, and ten-key by touch a must. Basic accounting experience required.

Benefits include – CALPers retirement; Medical, Vision, and Dental; Vacation and Sick Pay

Requirements:

- Accounting Experience
- Ten-key by touch
- High School Diploma / BS in Accounting preferred
- Class C Driver License

Please pick up application at:

Firebaugh City Hall
1133 "P" Street
Firebaugh, CA 93622
(559) 659-2043 (P); (559) 659-3412 (F)

Or visit our website www.firebaugh.org

Submit application by November 02, 2018

City of Firebaugh is an Equal Employment Opportunity employer