



1133 "P" STREET
FIREBAUGH, CALIFORNIA 93622-2547
(559) 659-2043
FAX (559) 659-3412

ACCOUNTING TECHNICIAN I

Salary Range \$3,012 – 4,037 monthly; depending on qualifications / Paid Bi-Weekly

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 be 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. Preferred two years of experience working in a business office.

Duties:

- Accounts Receivable
- Cashiering
- Utility Billing and Collection services
- Receptionist / Other responsibilities

Requirements:

- Driver's License
- High School Diploma or GED

Benefits:

- Vacation – 80 hours per year
- Sick - 96 hours per year
- Holidays – 13.5 days per year
- Medical – 80% City Portion
- Vision – 90% City Portion
- Dental - 100% City Portion

Retirement:

- CalPERS - Classic Members – 2.5% @ 55 / PEPRAs Members – 2% @ 62

Deadline: April 19, 2024, Application must be mailed/dropped off at Firebaugh City Hall

To Apply: Application can be obtained at City Hall or at <https://firebaugh.org/employment/>

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