

City Of Portola

Full-time Accounting Technician

Compensation: Hourly \$29.34 – \$35.67, plus generous benefits

The Accounting Technician performs a variety of clerical accounting duties under supervision in the accounts payable, accounts receivable, payroll, utility billing and specialized accounting and financial functions in order to facilitate the day to day operations of a municipal government entity. The Accounting Technician receives direction from and consults with the Finance Officer.

Customer service duties include cashiering and responding to customers by phone or at the counter.

The ideal candidate will be a team player but also have the ability to work independently. Ability to work with fellow employees and the public is essential.

Knowledge of: Accounting and standard bookkeeping practices and procedures with Municipal Accounting preferred. Accuracy, problem solving and communicating effectively are a must.

Preferred Education and Experience:

- College-level coursework in accounting, finance, business administration or closely related field. A minimum AA is preferred.
- Two (2) years of increasingly responsible bookkeeping and accounting-related experience

For a complete job description and application, visit www.cityofportola.com. To apply, email your cover letter, resume, and completed application to citymanager@cityportola.com or deliver to Portola City Hall at 35 Third Avenue, Portola. Incomplete packages will not be considered. If you have any questions or need further information, please contact Interim City Manager Susan Scarlett by email at citymanager@cityofportola.com. Position open until filled. The first round of applications will be reviewed on September 20th.