



## **CITY OF NEWPORT, OREGON ACCOUNTING TECHNICIAN CASH RECEIPTS/FRONT DESK/COURT CLERK**

This position will perform a variety of accounting and clerical tasks primarily related to cash collections and the administration of business licenses. Provide reception services for the City. Perform administrative functions for the municipal court. Provide administrative support to the Finance Director and Finance Department as needed.

This is a non-exempt, full-time position with a salary range of \$3,047 - \$4,012/month. Placement in the salary range will be based on skills, education, and experience.

### ***MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:***

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency with some college courses in finance or accounting **AND** minimum two years related experience. Minimum of one-year experience in cash handling.

**KNOWLEDGE:** Knowledge current office practices and procedures, basic accounting practices, and general customer service procedures.

**SKILLS:** Skill in the use of personal computers, various related software programs including Microsoft Office 2013 (Excel and Word), and standard office equipment. Strong organizational and time management skills. Strong customer service skills with phone and in-person contact.

**ABILITIES:** Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to learn legal procedures for the Municipal Court. Ability to maintain efficient and effective systems and procedures. Ability to communicate effectively, both orally and in writing, with individuals and groups in a patient, professional and respectful manner. Physical ability to perform the essential job functions.

### **DESIREABLE QUALIFICATIONS**

Associates Degree in Accounting or related field

**TO APPLY:** City application forms are available on the city website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. In addition to completing the application, applicants must attach the following documents to their profile in order to be considered for this position:

A detailed cover letter describing how you meet the specific qualifications for this position and your interest in the position, and a current resume, detailing experience, and education. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to [jobs@newportoregon.gov](mailto:jobs@newportoregon.gov). **The position will be open until filled. A first review date for applications will be May 29, 2017.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

Successful completion of a comprehensive pre-employment background check is required for all positions. American with Disabilities Act accommodations will be provided upon request.