



## City of Newport Oregon

### Financial Specialist I

The City of Newport is seeking a motivated individual for the position of Financial Specialist I. This is a Full Time (40 hours per week)/regular/non-exempt position. Salary range 5 – \$2,604 -- \$3,428/month.

This position performs a variety of accounting and clerical duties which duties may include: cash handling, business license administration, utility billing, accounts receivable and accounts payable. The main duties of this position will be utility billing and backup to cash handling. The Finance Office is a fast pace office dealing with the public, therefore a successful applicant should have exemplary customer service skills, detail orientated and be able to multi-task. Applicant must have a High School Diploma or GED and a minimum of one year experience in a related field. Experience in Utility Billing and Customer Service is a plus.

Applications may be downloaded from the City's website at [www.newportoregon.gov](http://www.newportoregon.gov) or picked up in person at City Hall, 169 SW Coast Hwy, Newport, Oregon. This position closes on April 1<sup>st</sup>, 2014 at 5pm. Application may be submitted to the Finance Department. EOE