



Now Inviting Applications for

# Account Technician

The City of Susanville has an exciting career opportunity available for an energetic and motivated individual to join our Finance Division. The ideal candidate will be an enthusiastic team player that possesses the ability to work effectively in a busy environment with multiple distractions and demonstrate flexibility, versatility and attention to detail in the performance of entry level accounting work. Responsibilities include processing customer utility, business license and accounts receivable payments, and requests for new and discontinuance of utility services. The applicant must possess the ability to accurately maintain a cash drawer and follow the established internal control procedures. Under the direction of the Finance Manager, the Account Technician will prepare and modify documents including correspondence, spreadsheets, reports, drafts, memos and emails. Applicants must demonstrate superior customer service and computer skills (Microsoft Word and Excel) and the ability to master new software and finance applications.

- ◆ Starting salary from \$27,986.14 DOQ with excellent benefit package
- ◆ Medical, Dental & Vision Insurance for self and family, with employee contribution of \$30.00 per month
- ◆ 3% @ 60 CalPERS benefit for Legacy Members
- ◆ Deferred compensation and Flex Benefit Plans available
- ◆ Vacation and Sick leave benefits

FILING DEADLINE:

**September 22, 2016 / 5:00 p.m.**

Please submit a resume, cover letter and City of Susanville application to:  
City of Susanville, Attn. City Clerk  
66 North Lassen  
Susanville, CA 96130

Minimum Qualifications:

- Two years increasingly responsible experience in a financial clerical support position
- High School diploma or equivalent
- Valid California Driver's License



For more information please visit our website at  
[www.cityofsusanville.org](http://www.cityofsusanville.org)