



Now Inviting Applications for
Account Technician II

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 intermediate level accounting work. Responsibilities include processing payables, billing and collection of receivables, and administration of City's payroll system and benefits programs. Under the direction of the Finance Manager, the Account Tech II prepares financial reports and statements, reconciles all general ledger subsidiary accounts, bank accounts, and is responsible for preparation of correspondence, spreadsheets, reports, and memoranda. Applicants must demonstrate superior customer service and computer skills (Microsoft Word and Excel) and the ability to master new software and finance applications. The successful candidate will display a calm, professional demeanor, and assist in the training of new employees. This is not an entry level position.

- ◆ Starting salary from \$43,417 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 9, 2016 / 5:00 p.m.

For more information or to obtain an application package please visit
www.cityofsusanville.org or call

(530) 252-5103

Minimum Qualifications:

- Four years increasingly responsible experience in all accounting disciplines including A/R, A/P, and Payroll. government accounting work
- AA in Accounting or related business bookkeeping, business management or computer science field
- Superior customer service skills
- Applicants with previous experience in municipal governmental accounting is preferred
- Valid California Driver's License

