



## **The City of Mt Shasta invites applications for the position of Accounting Assistant**

The City of Mt. Shasta is accepting applications for the position of Accounting Assistant. This is a full-time position and compensation is \$17.95 to \$19.75 per hour, depending on experience. Benefits include a generous City contribution to a Cafeteria Plan with family medical coverage that includes a City funded health savings account, vision, and dental, and supplemental insurance. The position receives P.E.R.S. 2% at 62 (new members) or 2% at 55 (classic members) retirement plan, 12 holidays per year (96 hours), sick leave (8 hours/month), bereavement leave (40 hours/year) and vacation days, which accrue monthly at a rate that increases with tenure (80 to 160 hours). The City also has several employee-funded deferred compensation plans available.

Under the direction of the Administrative Supervisor, the position performs a variety of technical accounting duties in support of accounts receivable and payable functions. This includes the receipt and reconciliation of payments received over the counter and in the mail for utility bills, accounts receivable, business licenses, building permits, parking citations and other fees. This position is also responsible for the maintenance and reconciliation of vendor, transient occupancy tax and other assigned accounts, as well as the processing and data entry associated with the payment of invoices. As one of two front office staff, this position is often the customer's first point of contact with the City, so customer service duties, such as responding to inquiries, answering general questions, receiving and routing telephone calls and notifying appropriate personnel of problems, are of high importance. The position requires the candidate to be detail oriented, possess excellent customer service skills, and have the ability to multitask in a busy office environment while maintaining a positive attitude. Applicants should also possess any combination equivalent to graduation from high school supplemented by college-level coursework in accounting or related field and two years clerical accounting experience including work with accounts receivable and payable functions.

Applications and resumes must be submitted to City Hall, Attn: Human Resources. The position is open until filled with the first review anticipated to be around May 13, 2021. Resumes will not be accepted without a completed application. The final candidate must successfully pass a pre-employment background and drug screen.