



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401
Fax: (541) 582-0937 • website: cityofrogue river.org

ANNOUNCEMENT OF POSITION OPENING

TITLE: ACCOUNTING & ADMINISTRATIVE ASSISTANT
SUPERVISOR: CITY ADMINISTRATOR

General Statement of Duties:

Perform a variety of general administrative duties; assists customers at front desk and by phone providing general information, receives payments and issues receipts for water/sewer service and license fee; maintains office files; cash and keeps records of cash receipts; prepares and makes bank deposits; prepares accounts payable, maintains records relating to accounts payable and completes related reports; receiving, distributing and processing of Building Permit Applications/Permits; schedules appointments, makes reservations and arranges conferences and meetings; ability to prioritize, coordinate and manage various work assignments; contribute to City Website.

Distinguishing Features of the Classification:

An employee in this classification performs general clerical and office support to Administration, Public Works and Planning departments, as well as bookkeeping duties. Work will involve considerable contact with the general public. An employee in this position is generally expected to work independently, but will refer exceptional situations to the appropriate authority.

Supervision Received:

Work is performed under the supervision of the City Administrator.

Educational and Training Requirements:

Minimum High School graduate or equivalent education; preference given to Associates or Bachelor's Degree in related field. Combination of equivalent experience and education may substitute.

Experience:

Two years experience in receptionist duties, typing skills, filing, word processing; or any combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Ability to:

Operate standard office equipment, including computer applications. Properly record and document financial transactions. Deal effectively with frequent interruptions. Establish and maintain effective working relationships with employees and the general public. Clarify information, resolve discrepancies, and explain accounting policies to other employees, vendors, or agencies. Meet and deal with the public courteously and tactfully. Establish priorities and organize workload. Organize, file and retrieve materials and documents. Communicate effectively both verbally and in writing. Work with limited supervision and use independent judgement in making decisions; interpret governing laws codes and regulations. Must be able



to understand and follow oral and written instructions, learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

Minimum Qualifications:

Knowledge of office practices and procedures, business English, spelling, punctuation, grammar, word processing software and secretarial practices. The ability to operate a computer, do word processing, spreadsheets, database programs, and transcription. Be familiar with Internet and email use. Ability to do simple math calculations. Be effective in oral and written communication. Have excellent organizational skills. Ability to work with a variety of personnel.

Essential functions:

Must be able to demonstrate: ability to type 40 words per minute; basic knowledge of computer operations including word processing, spreadsheet programs and computer networks; ability to rapidly and accurately operate a 10-key calculator and use common office equipment; pleasant telephone skills; knowledge of principles and methods used in finance and banking.

Pre-employment requirements:

Bondable, educational and experience verification. Demonstrated ability to perform essential functions.

Salary and Benefits:

Salary range is \$15.54 to \$27.18 hourly, depending on qualifications. Benefits depend on hours worked monthly and include medical, dental and vision insurance; employee life insurance; paid holidays, sick leave, vacation; and membership in the Public Employees Retirement System (PERS) when eligible.

Schedule:

Part-time or full-time; Monday through Friday.

Starting Date:

As soon as the position is filled.

Method of Application and Closing Date:

Will remain open until position is filled. Applications may be obtained by contacting:

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