

ACCOUNTING ASSISTANT FINANCE DEPARTMENT

SALARY RANGE: \$18.41 - \$24.67 per hour (as of July 1, 2016)

CLOSING DATE: July 1, 2016

THE COMMUNITY

Beaverton is located seven miles west of Portland and has a population of approximately 94,215. The city offers a variety of activities and amenities including the state's largest, all-agricultural farmers market; an outstanding city library; and more than 100 parks, bike paths and hiking trails. It has been named one of the best places to raise kids by BusinessWeek magazine, one of the top 25 suburbs for retirement by Forbes.com and one of the 100 best walking cities in America by Prevention magazine. Beaverton is about an hour's drive from the Oregon coast, Mt. Hood and the Columbia River Gorge. The city is also a transportation hub with frequent bus and rail connections to the entire Portland metropolitan area. City Hall is located on the MAX light rail service line at the Beaverton Central Station.

THE POSITION

This position requires strong customer service skills (over phone and in person), ability to multi-task in an open office environment, knowledge of bookkeeping principles and practices, use of a variety of computer programs (Utility Billing, Cash Receipts & Microsoft Office Suite), ability to use ten-key/calculator, ability to perform calculations, review of numeric data, understand written and verbal instructions, establish and maintain effective working relationships with co-workers and the public.

ESSENTIAL FUNCTIONS OF THE JOB

- Serve as the first point of telephone and in-person contact for the Utility Billing Department servicing water, sewer and storm drain customers
- Receipt monies from other city departments
- Manage customer utility accounts
- Explain and clarify to customers: billing charges, adjustments, payments and perform research as necessary
- Ability to work with numbers and perform calculations for utility customer adjustments (e.g. leaks, final bills), daily reconciling cash receipts, balancing cash drawer, etc.
- Ability to work with various computer programs and perform such functions as billing, refunds, importing customer payments, data entry, importing meter reads, help with web credit card payments, etc.
- Regular and consistent attendance
- Support and respect diversity in the workplace
- Other duties as assigned



www.BeavertonOregon.gov



COMPENSATION

The salary range is \$18.41 - \$24.67 per hour (as of July 1, 2016). Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; and offers excellent health, dental, vision and life insurance coverage.

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Two years of customer service, bookkeeping or accounting experience
- Or an equivalent combination of education and experience

PREFERRED QUALIFICATIONS

- Bi-lingual

HOW TO APPLY

Applications may be completed on our website at www.BeavertonOregon.gov/jobs or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.