

City of Toppenish



Internal/External Recruitment Finance Technician II

The City of Toppenish is looking for an organized and motivated individual with at least three years of practical experience in a fast-paced customer service environment to join the City's Administrative Services Team.

This position performs customer service and financial duties to assist the Department in administering programs and services offered to the community including bookkeeping and accounting tasks to prepare and maintain records and reports related to utility billing, payroll, accounts payable, and accounts receivable. Provides administrative support for the Department and customer service to the public.

Please see Job Description at www.cityoftoppenish.us for minimum qualifications and additional position information.

The City offers excellent benefits:

- Salary Range: \$3,915-\$5,248 (DOE)
- 90% paid Medical
- 100% paid Dental and Vision
- Paid Vacation, Sick Leave and Holidays
- Longevity pay after 2 years
- 40-hour vacation cash-out per year
- Retirement Contribution
- 2% Employer-Match Deferred Compensation (Optional)
- 2.5% Interpreter Incentive Pay (Spanish)

How to Apply:

Job description and application available under Employment on the City's website at: www.cityoftoppenish.us. Submit the following:

1. Application
2. Cover letter
3. Resume

Mail: Toppenish Human Resources, 21 West First Avenue, Toppenish, WA 98948

Email: HumanResources@cityoftoppenish.us

Position Open until Filled

*The City of Toppenish is an equal opportunity employer.
Women and minorities are strongly encouraged to apply.*

