



City of Newport Oregon

Financial Specialist I

The City of Newport is seeking a motivated individual for the position of Financial Specialist I. Part-time (20-30 hrs/wk)/regular/non-exempt position. Salary range 5: \$14.72 - \$19.39/hr.

This position performs a variety of accounting and clerical duties which may include: cash handling, court clerk duties, business license administration, utility billing, general ledger entry, accounts receivable, payroll, and accounts payable. The successful applicant should have exemplary customer service skills as well as knowledge of City operations; accounting procedures and practices, accounts payable and receivable functions; utility billing and knowledge of legal procedures for the Municipal Court. Applicant must have a High School Diploma or GED and minimum of one year experience in a related field. Applications can be downloaded from the city's website at www.newportoregon.gov or picked up in person at City Hall, 169 SW Coast Hwy, Newport, OR. This position closes on March 25th, 2013 at 5 pm. Application can be submitted to the HR Department. EOE.