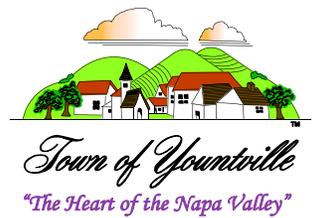


Hourly Rate:

\$22.92 - \$ 27.84

**Job Opportunity with the Town of Yountville
Accounting Assistant (Part –Time)**



Deadline to Apply: December 30, 2016 5:00 p.m.

Tentative Oral Interviews: Week of January 13, 2017

Under general supervision, performs a variety of routine to difficult accounting and financial work including accounts receivable, accounts payable, utility billing and general administrative support functions amongst multiple departments. This position is a part time position and is limited to 19 hours per week.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic bookkeeping and computerized financial record keeping principles and procedures

• Word processing and spreadsheet software • Accurate mathematical skills • Proper English usage and correct spelling, grammar and punctuation • General office practices and procedures.

Ability to:

Proven track record of excellent customer service in person, by phone and email • Ability to work independently and to exercise sound judgement and discretion • Make accurate and rapid mathematical calculations and maintain accurate records and files • Understand and carry out oral and written instruction • Communicate effectively with internal and external customers • Operate a variety of office equipment including a multi-line telephone system, copier/scanning machine, fax machine and computer • Organize and prioritize a high volume of work in order to meet recurring deadlines • Learn and utilize new technology and software • Website support functionality a plus.

Minimum Qualifications:

High School graduate or equivalent and two (2) years of experience equivalent to that of an account clerk or bookkeeper, including use of computerized systems. Previous experience working for a public agency is desired. AA/AS degree in business or accounting is desired.

How to Apply:

Please visit www.townofyountville.com to download a job application and review the detailed job description. Applicants may email or mail their completed Town of Yountville Employment Application by **5:00 p.m. on December 30, 2016** to Julie Baldia, Human Resources, 6550 Yount Street, Yountville, CA 94599 or email to jbaldia@yville.com

Candidates who require special accommodations due to a disability are encouraged to request accommodations in advance of the closing date. The Town of Yountville is an EOE.

Selection Process:

Candidates who meet the required minimum qualifications will be asked to participate in a skills testing process (tentative date is the week of January 9, 2017). Oral interviews are tentatively scheduled for the week of January 13, 2017.

Town of Yountville