

City of Toppenish



The City of Toppenish Finance Technician

The City of Toppenish is seeking a dedicated hard worker to join our Finance Team as our next Finance Technician. If you have experience in Finance and Customer Service and can become proficient in both, we need you!

This position is responsible for processing accounts payable, fixed asset tracking, billing, accounts receivables and/or payroll. Performs high volume, complex accounting functions for a full-service city. Prepares, codes, or otherwise documents financial transactions. Prepares cashier duties and prepares bank deposits. Performs customer service and provides financial information to customers. Spanish speaking desired.

The City offers excellent benefits:

- Salary Range: \$3,258 to \$4,082 (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

How to Apply:

Job description and application can be found on the City's website at: www.cityoftoppenish.us.

1. Application
2. Cover letter
3. Resume

Mail: Toppenish Human Resources, 21 W. 1st Ave, Toppenish, WA 98948

Email: Liliana.Torres@cityoftoppenish.us

Position Closes: Friday June 28, 2019 at 5:00 p.m.

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

