

CITY OF SEWARD
POSITION ANNOUNCEMENT
Accounting Technician II

The City of Seward is seeking applications from interested persons for the position described below. Completed job applications and a current resume can be submitted to the City of Seward Personnel Office. This position will remain open until filled.

Accounting Technician II:

This is a regular full-time position with benefits, starting at \$19.33/hr (R11.5A)

Position is a skilled journey level classification which performs moderately difficult accounting clerical work involving standard accounts, computerized accounting and utility billing-specific processes, utility tariffs, and general ledger accounting related to all funds of the City. This class is distinguished from the Accounting Technician I class in the greater degree of independence and self-motivation exercised in the performance of work, and in the difficulty and complexity of accounting clerical tasks.

Education and Experience required: Vocational certificate, Associates degree or related course work in accounting preferred; or three years related experience and/or training; or equivalent combination of education and experience. Strong Excel skills desired. Previous experience in general ledger accounting preferred. Strong customer service, interpersonal, and math skills, required. Previous account balancing and till balancing experience is preferred.

Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and employment application can be obtained from City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net.

The City of Seward is an Equal Opportunity/Affirmative Action Employer