

Lead Finance Technician

Internal Job Announcement Promotional Opportunity Salary range \$3,120 to \$3,901

The Finance Department will be accepting applications for a Lead Finance Technician. The ideal candidate is a progressive, results-oriented team player who can work with Department Management staff in providing leadership to the Department as well as motivating others. The position reports to the Finance Director/City Clerk.

Minimum qualifications:

- Some higher education beyond high school or vocation training specializing in accounting practices, business administration and clerical practices or related discipline.
- Posses a minimum of two years practical accounting, or equivalent.
- Posses full knowledge of operating procedures and policies of the work unit.
- Ability to provide training, instruction and technical guidance to Finance Department staff.
- Ability to work with only occasional instructions or assistance.
- Possess strong leadership and interpersonal skills, telephone etiquette, the use of discretion in all contacts and the capacity for mentoring and teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment.
- Possess a good understanding of general government accounting practices, processes and procedures.
- Possess a strong knowledge of efficient office practices.
- Ability to communicate information to a diverse population, in a manner that presents a positive image of city government operations.
- Ability to operate a wide variety of office equipment such as personal computers, telephones, copiers, fax machines, postage meters/machines, etc.
- Ability to speak and read English.
- Ability to multi-task.

How to Apply: Complete job description and application can be found on the City's website. Application, resume and cover letter must be submitted to Human Resources no later than 6:00 p.m. on Thursday March 11, 2010.