

City of Toppenish



The City of Toppenish invites applications for the position of: Deputy Finance Director/City Clerk

Provides close backup support to the Finance Director/City Clerk and is the number two position in providing most financial functions to the City, including revenue accounting, expenditure ledgers, cash reporting, investments, budgeting, and annual reports. Assists the City Clerk in carrying out department administration and supervisory responsibilities. Majority of work deals with Finance and Clerk functions.

WORK SCHEDULE: Monday thru Thursday 7:15 to 6:15

EDUCATION AND/OR EXPERIENCE:

Associate of Arts degree in Accounting, Business Administration, Public Administration or related field plus a minimum of one to two years related job experience or equivalent education and/or experience.

EXCELLENT BENEFITS:

\$4,322 to \$5,403 FLSA Exempt and Non Represented

*Medical *Dental *Vision *PERS Retirement *Paid Vacation *Sick leave *Paid Holidays
*Deferred Comp Program *Longevity (after 2 years) *Up to 40-hr Vacation cash-out per year

HOW TO APPLY: Complete job description and application are available from City of Toppenish Human Resources or www.cityoftoppenish.us. Application, resume and cover letter must be submitted to Toppenish City Hall, Human Resources 21 West First Avenue, Toppenish, WA 98948 no later than 5:00 p.m. on Thursday February 16, 2012

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

