



## EMPLOYMENT OPPORTUNITY

The City of Rio Vista invites qualified persons to submit applications for the position of

### ACCOUNT CLERK I/II Part-time

Account Clerk I Pay Range \$17.30/Hr. to \$21.03/Hr. DOQ

Account Clerk II Pay Range \$19.71/Hr. to \$23.95/Hr. DOQ

The City of Rio Vista is looking for a special individual to serve as a part-time Account Clerk in the Finance Department. The position will be filled at either the Account Clerk I or Account Clerk II level depending on the qualifying candidate's experience. The City is seeking individuals with previous customer service, cash handling, data entry experience, and 10-key efficiency is highly desirable. Individuals with excellent communication skills and attention to detail will be successful in the role. Competitive candidates must be able to work a flexible schedule. This position is estimated to work an average of 20 hours per week.

The Account Clerk I/II will receive and process the City's utility bill payments, answer customer inquiries, and enter payments into the billing system. The successful candidate should have a good understanding of basic office/clerical procedures and skills to operate an office computer and a variety of software applications. Please refer to the Account Clerk I/II job description at [www.riovistacity.com](http://www.riovistacity.com) for a full list of job duties and necessary knowledge, skills and abilities.

#### Education and/or Experience

Any combination of education and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Account Clerk I:** One year of experience involving financial record keeping or the performance of related work, and a high school diploma.

**Account Clerk II:** Two years of experience of increasingly responsible financial record keeping or the performance of related work, and a high school diploma or equivalent.

#### Benefits

This position is part-time and receives no benefits.

#### To Be Considered

A completed application must be received by the City no later than **5:00 p.m.** on **Thursday, February 22, 2018**. A City of Rio Vista application may be obtained online at [www.riovistacity.com](http://www.riovistacity.com), or at City Hall, located at 1 Main St. in Rio Vista. **A resume will not be accepted in lieu of a City application.** Applications will be reviewed for minimum qualifications and only the best qualified will continue in the process. The examination process may consist of a written examination and oral interview.