



The City of Cottage Grove

is Recruiting for an

Accounting Technician

Finance Department

The City of Cottage Grove is recruiting for a full-time Accounting Technician within the Finance Department! We are looking for someone who can work independently, is detail-oriented, analytical, and a self-starter. Applicant must have at least 3-years experience working in a financial/accounting environment and a strong knowledge of administrative and technical accounting work. Position is responsible for the maintenance of fiscal records, general ledger management, monthly/year end bank reconciliation, audit and budget preparation/reporting, financial reporting, fixed asset management/reporting, accounts receivable, and project management software.

Full Job Description and Application Materials Available on-line at:

www.cottagegroveor.gov/jobs

Open Until Filled

First Review of Applicants: 7-22-2022

\$3,829.00 to \$4,886.00 Per Month DOE

Applications and materials can be emailed to payroll@cottagegrove.org or mailed/dropped off to City Hall 400 E Main Street, Cottage Grove OR 97424. **Don't Forget!** In order to be considered for the position, you must submit all required documents; Cover Letter, Application, Resume, and References.

Questions? Contact Human Resources at:

541-942-3346 Ext.114

THE CITY OF COTTAGE GROVE IS AN EQUAL OPPORTUNITY EMPLOYER