

The City of Wheatland is recruiting for the position of Accounting Technician I to perform a variety of clerical accounting and record keeping work. The areas of responsibility include accounts payable, accounts receivable and payroll processing; review and processing documents such as invoices, purchase orders, payroll time reports and other materials; providing customer service for building permits and support for utility billing and business licenses; performing general office support assignments and performing a variety of tasks relative to assigned areas of responsibility.

The successful candidate will have at least a high school diploma or its equivalent and two years responsible clerical accounting experience OR one year of responsible clerical accounting experience with an AA degree. Experience in public sector fund accounting and/or in the field of Human Resources would be considered a plus.

The compensation for this position currently starts at \$ 25.53 per hour. This is a flexible regular part-time position (approximately 20-32 hours per week, Monday through Thursday). Benefits include employer contribution toward retirement plan, health, dental and vision insurance for employee, vacation and sick leave benefits, education incentives and more pro-rated based on hours worked. The City is subject to Social Security and Medicare.

The position application form may be obtained on the City's website at www.wheatland.ca.gov or from Wheatland City Hall at 111 C Street, Wheatland. Please submit a completed job application along with a resume of your experience and accomplishments to: Finance Department, City of Wheatland, 111 C Street, Wheatland, CA 95692. Applications and resumes may also be sent to resumes@wheatland.ca.gov. First review of applications will be on July 15, 2024, but the position will remain open until filled.