

**Part Time- Accounting Specialist 1/Office Assistant  
Advertisement**

Salary Range: \$22.84

Position: Part Time: Monday AM, Wednesday, and Friday.

Deadline: Applications due by December 18, 2023 by 8AM. Interviews will be Dec 20, 2023.

Posted: Dec 12, 2023.

Website: Please visit [www.cityofsublimity.org](http://www.cityofsublimity.org) for Job Description & Application Packet.

The City of Sublimity is seeking a Part Time Accounting Specialist 1 /Office Assistant. This is a part-time position with retirement benefits. The Part Time Accounting Specialist 1 /Office Assistant primary responsibilities will be to perform skilled technical accounting assistance in assigned area of payroll, accounts payable and accounts receivable. This position will assist with customer service, events, grant management and assist with other office duties as assigned.

**JOB QUALIFICATIONS:**

Advance knowledge of administrative office principles, practices and techniques, customer service experience. Accounting experience in payroll, accounts payable and receivable. Understanding of cash management and general acceptable accounting principles. Knowledge of operation of standard office equipment. Good listening skills, excellent organization and follow-through on tasks. Communicate effectively, both orally and in writing, with individuals and groups.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, two years of college preferred but not required and two years of office environment and customer service experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**DESIRABLE REQUIREMENTS:**

Previous experience in a local government office environment, working knowledge of municipal organizations; familiarity with government accounting and administrative techniques used for public meetings is preferred but not required.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid Oregon State driver's license. Must be able to pass background check.

**How to Apply:**

Qualified applicants can hand deliver a **cover letter, completed application, and resume** to the City of Sublimity at, 245 NW Johnson St., Sublimity OR 97385 or email to [Myrna.harding@cityofsublimity.org](mailto:Myrna.harding@cityofsublimity.org). Applications must be received by December 18, 2023 8am. Only complete applications will be considered. Applications are available at City Hall or online at [www.cityofsublimity.org](http://www.cityofsublimity.org). If you have any questions or need additional information, please contact Sublimity City Hall at 503-769-5475

If you are requesting Veteran's Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215 along with the form and application. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter along with your application.

**Background Investigation:**

While not part of initial applicant screening, the finalist for this position may be required to pass a background check as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.

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The City of Sublimity is an Equal Employment Opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

***Resumes not accepted in lieu of application.***