



Town of Apple Valley
CALIFORNIA

WE ARE HIRING



Accounting Technician

DEPARTMENT : Finance

SALARY : \$24.10 - \$34.05 Hourly

BENEFITS : Benefits Eligible

TYPE : Full-Time

**Closing Date: Tuesday, October
15th, 2024, at 5:30pm**

■ The Position:

Under general supervision, performs complex paraprofessional duties related to general accounting work, accounts payable, and payroll processing; maintains Town financial accounts and records and assists in the preparation of financial reports and analyses; provides responsible technical and clerical accounting support to professional staff; and performs related work as required.

■ Requirements:

Equivalent to the completion of the twelfth (12th) grade, supplemented by college level coursework or specialized training in accounts payable, payroll, general accounting, or a related field, and three (3) years of experience that has included the maintenance, processing, and preparation of employee payroll and/or financial and accounting processing, and record keeping. Experience processing Payroll in a public agency setting is desirable. Some experience and/or training in the use of Microsoft Office Products and other modern software applications. Vendor payments experience is also highly desired.

- ✓ Valid California Class C driver's license with satisfactory driving record and automobile insurance.



An application package is available at:

Town Hall 14975 Dale Evans Parkway Apple
Valley CA 92307
applevalley.org



Apply Now!

av.town/jobs



VA# 16-2025