

THE CITY OF WEST HOLLYWOOD INVITES YOU
TO APPLY FOR THE POSITION OF

ACCOUNTING TECHNICIAN (CASHIER)

in the Finance & Technology Services Department

The City of West Hollywood is now accepting applications for the Accounting Technician (Cashier) position within the Revenue Management Division of the Finance & Technology Services Department! This division performs fair and cost effective revenue collection services for taxes, fees and grant revenue, through the enforcement of local laws and regulations. This position serves as the City's cashier, and is a front-line staff member.

Position Responsibilities:

- Performs administrative and technical processes related to financial processes (accounts payable, accounts receivable, payroll and purchasing), including: receiving and processing transactions; balancing transactions; preparing deposits; and developing and distributing reports
- Contacts vendors to obtain price quotes
- Researches billing and payment questions; corrects discrepancies
- Explains policies and procedures to constituents and staff
- Processes non-sufficient funds checks
- Maintains petty cash information
- Provides front-line customer service

Minimum Qualifications:

- Associate's degree or equivalent from a two-year college or technical school; and,
- One to two years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

\$5,776.19 - \$7,380.59 MONTHLY

APPLICATION DEADLINE:

OCTOBER 18, 2021 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit
weho.org/jobs

EEO/AA



City of West Hollywood
California 1984