

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

### UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

December 6, 2017

17-60

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#### POSITION ANNOUNCEMENT

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POSITION: **Accounting Assistant IV**  
POSITION #: 17-60  
DEPARTMENT: Finance  
SALARY: \$3,050.00/Month (to start) – Plus Excellent Benefits  
CLOSING: December 20, 2017 (5:00 PST)

**DESCRIPTION:** The Accounting Assistant IV will assist the Chief Financial Officer and Assistant Director of Budget and Finance in all aspects of the daily activities of the Budget/Finance Department. This position is primarily responsible for budget support, travel management, and maintaining County fuel and purchase cards, and cash management including deposit preparation. Additional responsibilities may include accounts payable, filing, account reconciliations, and other finance duties as assigned. This position requires a great deal of independent thinking and problem solving. Task prioritizing and time management is essential. This position will be fully cross-trained with the other Finance Dept. Accounting Assistant IV.

**REQUIREMENTS:** Three years general accounting background, either by formal education or actual experience. Computer competence in Excel, Word, and Microsoft Office. Knowledge of office practices, procedures and equipment involved specifically in the County financial procedures. Must have accounts payable, budgeting, and 1099 reporting knowledge. Must have ability to establish and maintain cooperative working relationships and follow County fiscal policies and procedures. Must be organized, pay attention to detail, and work independently to meet deadlines.

**HOW TO APPLY:** Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).