



## **JOB ANNOUNCEMENT**

# **Accounting Specialist: Utility Billing**

The City of Stayton is seeking a full-time Accounting Specialist: Utility Billing who supports the Finance Department by performing a wide variety of basic recordkeeping and clerical functions in the preparation, verification, and maintenance of financial records related to general accounting and utility billing.

### **EDUCATION / EXPERIENCE**

- High School Diploma (or equivalent) and two years of experience in general office setting and resolving customer problems while dealing with the public, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Previous experience in utility billing in a municipal environment is preferred.
- Knowledge of posting to accounting records with Caselle or other accounting software is desirable.
- Knowledge of basic accounting practices, business, grammar, arithmetic, office procedures and practices, and use of office equipment.
- Knowledge of the Microsoft Office Suite.
- Bilingual preferred but not required; 3% pay incentive for those who qualify.

Salary range is \$47,820 to \$66,138 annually depending on qualifications and experience. The City offers a comprehensive and competitive benefits package including vacation, holidays, sick leave, health insurance choice of Regence or Kaiser (85% City paid; Regence includes City paid HRA VEBA), defined-benefit retirement plan eligibility at six months, life insurance, and long-term disability.

To learn more, go to [www.staytonoregon.gov/page/employment](http://www.staytonoregon.gov/page/employment) where you can download the job description and employment application.

Applications and resumes may be submitted via email to Human Resources at [hr@staytonoregon.gov](mailto:hr@staytonoregon.gov), or via regular mail to the City of Stayton, 362 N. Third Avenue, Stayton, Oregon 97383.

**Open Until Wednesday, October 15, 2025 at 5:00 p.m.**

*The City of Stayton is an Equal Opportunity Employer*