



ACCOUNT CLERK I

City of Dixon, California

Salary: \$48,159.17 - \$58,537.77 annually

plus benefits.

Responsible for performing a variety of clerical and accounting tasks involving record keeping and financial transactions related to utility billing.

This position is highly customer service oriented and will require day-to-day public interaction both in person and via telephone with City of Dixon customers regarding their water and sewer services. Includes but not limited to processing payments, answering phone calls, reviewing various reports, and other documents in an effective and efficient manner.

Knowledge of modern office practices and procedures; of basic bookkeeping methods and terminology; of business arithmetic; and of filing, indexing and cross-referencing methods. Ability to prepare and maintain accurate records; to use a computer and other office equipment effectively. Education: Equivalent to completion of the 12th grade, including bookkeeping and accounting courses. Experience: One year of bookkeeping and financial record-keeping experience.

APPLY BY: April 16, 2023, at 5:00 p.m. Submit an online application at: <https://www.calopps.org/city-of-dixon>