



RIVERGROVE WATER DISTRICT
An Equal Opportunity Employer
October 26th, 2017
EMPLOYMENT OPPORTUNITY
Position: Finance Specialist
Hours: Full time 40 hours per week

POSITION: Under the general supervision of the District Manager. Individuals in this classification are responsible for all office functions, practices, and procedures including reception, billing and bookkeeping/accounting.

SALARY RANGE: Training: \$18-\$21 per hour **After training: DOE and performance**

TO QUALIFY APPLICANT NEEDS: High school graduation diploma or equivalent. Strong familiarity with computers and general business software, such as word processing/spreadsheets and databases required. Expertise in the use of Quickbooks Accounting Software. Experience and training in accounting, payroll, and office procedures. Preference will be given for expertise and experience in the use of Quickbooks and Billing database programs, Microsoft Office and Water Utility Employment. This position requires an individual who excels at written and verbal communication; is organized; able to prioritize tasks and accurate.

SPECIAL REQUIREMENTS: Candidates recommended for hire will be required to have a valid driver's license and pass a driver's record check, pass a District paid drug screen, and criminal background check.

EMPLOYMENT BENEFITS:

(The following benefits apply to full time employees)

- ⇒ 12 paid Holidays per year
- ⇒ Pension 457-12% Gross Wage Employer Contribution
- ⇒ Vacation
- ⇒ Sick Leave-8 hours per month accrual
- ⇒ Insurance: Group Medical, Dental, Vision, Chiropractic, and Supplemental
- ⇒ Wellness Benefit
- ⇒ Approved Continuing Education Reimbursement

TO APPLY:

Applications and job descriptions may be picked up at the Rivergrove Water District Office located at 17661 Pilkington Rd. Lake Oswego, Oregon. Email requests for application and job description should be sent to dj@rivergrovewater.com.

To receive an application by mail send a self-addressed stamped envelope to:

Rivergrove Water District 17661 Pilkington Rd. Lake Oswego, Oregon 97035-5360.

Resumes will not be accepted in lieu of a completed Rivergrove Water District job application.

CLOSING DATE: Until filled