

**POST UNTIL December 21, 2009**

**FINANCE DEPARTMENT**

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P.O. Box 970 / 414 E First Street, Newberg Oregon 97132  
503.537-1216 / Fax 503.538.5393

The Newberg Finance Department is accepting applications for

**STAFF ACCOUNTANT  
Temporary Full-time Position**

\$2,197 TO \$3,361 /Month no Benefits

**Essential Duties and Responsibilities**

- Prepares periodic utility, financial, statistical or operational reports as assigned.
- Assists Finance Director with annual budget preparation.
- Assists with records management.
- Prepares periodic utility, financial, statistical or operational reports as assigned.
- Other duties as assigned by the Finance Director.

**Other Requirements**

Will possess a combination of technical skills and abilities necessary to maintain effective working relationships with the general public, City employees and other agencies. Advanced Excel knowledge and skill required. The candidate must be able to communicate effectively both verbally and in writing, be customer service oriented and a team player, possess problem solving skills, and analytical skills.

**Education & Experience**

This position requires a Bachelor's degree with course work in accounting and data processing, and two (2) years of progressively responsible related experience or any equivalent combination of education and experience. Also requires an advanced level of knowledge of Microsoft Office applications and accounting.

**Application Process**

Interested applicants must complete a City of Newberg application form which is available on the City's web site: <http://www.newbergoregon.gov/jobs>, in a printable only format. The completed, signed application must be received by 4:30 p.m., Monday, December 21, 2009, Human Resources, City of Newberg, 401 East Third St. (PO Box 970), Newberg, OR 97132.

Upon completion of reference checks, the finalist for this position will be extended a conditional offer of employment subject to undergoing a drug screening, fingerprinting, and background check prior to the final job offer.

**Salary and Benefits**

This is a temporary position with no benefits. This position may turn into a permanent position but there is no guarantee.

**Tentative Selection Process**

Opening Date	December 11, 2009
Closing Date	4:30 p.m., Monday, December 21, 2009
Interviews	December 22 <sup>nd</sup> & 23 <sup>rd</sup>
Tentative Date of Hire	December 28, 2009
Tentative Starting Date	December 28, 2009

Newberg, located 20 miles southwest of Portland, has a population of 22,645. The City has 180 employees and provides police, fire, emergency services, library, water, wastewater, street maintenance, storm water maintenance, engineering, planning and building inspection. The City is governed by the Mayor and City Council. The City Manager reports to the Council.

**This employment opportunity is open to all persons without regard to race, color, religion, national origin, marital status, political affiliation, veteran's status, physical or mental disability, sexual orientation, gender identity or any other status protected by Federal, State or Local law.**