



CURRENTLY ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

ACCOUNTING ASSISTANT  
UP TO \$16.00 per hour D.O.E.

Assist the Finance Director and other finance staff in a variety of functions; including maintaining accounting, financial and statistical records, reconcile general ledger to various expenditure reports, assist in reconciling and preparing work papers for fiscal yearend audit, preparing and analyzing reports, and process claims for reimbursement and or for payment.

Perform a variety of general office support duties such as typing, proofreading, and filing. Perform other or related duties as assigned.

The ideal candidate will have at least two (2) years of college course work in accounting and three (3) years of responsible accounting and/or financial recordkeeping experience.

This is an excellent opportunity that could transition into a full-time position.

APPLICATION DEADLINE:  
FRIDAY, May 27, 2016 at 5:00 p.m.

For Information And To Apply  
Please Visit [www.cityoftaft.org](http://www.cityoftaft.org) or  
209 East Kern Street, Taft, CA 93268