

**City of Shady Cove  
JOB ANNOUNCEMENT**

**Position: ACCOUNTING TECHNICIAN**

**Salary: \$3863- \$4696 ; Generous Contribution to Employee Health, Dental and Vision Insurance; Life Insurance**

**Classification: Regular, Full-Time, Non-Exempt**

**SHADY COVE**

The City of Shady Cove is a small community with a population of 3100. It is located on the Rogue-Umpqua National Scenic Byway, north of Medford in Jackson County. The City's primary industry is tourism. The beautiful Rogue River runs through the city providing excellent recreational activities such as rafting and fishing. Shady Cove is close to other area attractions such as Diamond Lake and Crater Lake.

**POSITION**

The Accounting Technician position is under the direct supervision of the City Administrator. This position is responsible for AR/AP, payroll, utility billing, business licenses, raft and transient taxes, delinquent court payments, and answering the phone. The ideal candidate must possess good mathematical skills, be able to work with the public in a professional manner, require very little supervision, possess project management skills, be able to prioritize, and be proficient in using word processing, spreadsheet, accounting and utility billing computer software programs. Professionalism and an attitude of service are crucial.

**Required Education:** High school diploma or GED; degree or certificate in related field preferred.

**Experience:** Minimum of three (3) years in accounting, finance, utility billing or related field; any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements; municipal

The City of Shady Cove is an Equal Opportunity Employer experience preferred.

**Other Requirements:** Must be honest and be able to establish a relationship of trust with the co-workers and the public; must be able to pass a criminal background check.

**Benefits:** Teamsters Local 223; City pays 90% of health, dental and vision insurance, \$10,000 life insurance policy; PERS (employee responsible for their 6% contribution).

**INTERESTED APPLICANTS:**

Applications and a full job description may be obtained on the City's website at [www.shadycove.org](http://www.shadycove.org) or by calling (541) 878-2225.

Open until filled. EOE/MF

To apply, please send the following:

- Letter of interest
- Resume
- List of 5 professional references
- Completed application
- EOE/MF

Send by mail, fax or email to:

City Administrator  
**City of Shady Cove**

PO Box 1210

Shady Cove, OR 97539

(541) 878-3757

FAX: (541) 878-2226

[cityadmin@shadycove.org](mailto:cityadmin@shadycove.org)