



The City of Morro Bay is recruiting for
ACCOUNT CLERK I/II
\$37,720 - \$51,498 annually
(plus an excellent benefit package)

ABOUT THE CITY

Incorporated in 1964, Morro Bay is a general law City located on California's Central Coast, halfway between San Francisco and Los Angeles on Scenic Highway 1. With a population just over 10,000, the City has the City Council/Manager form of government. Morro Bay is blessed with a temperate year-round climate, which makes it an ideal location for a variety of recreational activities. The atmosphere offers residents the peaceful tranquility of a coastal fishing village within close proximity to metropolitan areas.

ABOUT THE DEPARTMENT

The Morro Bay Finance Department stands behind the City's motto "Rock Solid Commitment" in their efforts to provide professional, accurate and timely financial information and services to their customers: the citizens of Morro Bay, elected officials, fellow employees, vendors, the business community and visitors alike. The City has a total budget of over \$40 million, and the Finance Department consists of 6 full-time employees.

ABOUT THE POSITION

This recruitment is to fill one vacancy. The successful candidate, under general supervision, will perform entry-level account, financial, and statistical record keeping procedures; cashier duties; and related work as required. In addition, this position will be at the front counter acting as a water billing clerk which necessitates exemplary customer service skills as well as the ability to multi-task.

Rock Solid Commitment

DESIRABLE QUALIFICATIONS

Knowledge of: Methods, procedures and terminology used in financial clerical work, including the processing and preparation of payables, receivables, miscellaneous revenue; modern office methods and procedures; filing methods and procedures; correct English usage, spelling, grammar and punctuation; policies, procedures, and services of a data processing center.

Ability to: Perform account, financial, and statistical record-keeping work, including the ability to make arithmetical calculations quickly and accurately; operate calculating and adding equipment with speed and accuracy; use independent judgment in carrying out instructions involving the control and auditing of data processing input and output; read and write at the level requirement for successful job performance; work effectively with co-workers and the public; operate copier/facsimile/scanner.

Special Requirements: Equivalent to graduation from high school with one year post high school education, relating to business or accounting preferred. Experience can be substituted for post high school education. One to two years prior clerical experience, preferably to include one year as an Account Clerk I.

BENEFITS

Retirement: *New Member* PERS 3rd Tier 2% @ 62 (PEPRA) average of highest 36 months; sick leave credit; employee pays 50% of employer's normal rate (6.25% currently.)

Classic Member 2nd Tier PERS Members: 2% @ 60 average of highest 36 months; sick leave credit; employee pays the 7%-member contribution. Military credit may be purchased.

Insurance: The City has a cafeteria-style health benefits program through PERS with a contribution of up to \$1460/family; dental, life and vision programs are also offered with a maximum contribution of \$165.68/family. The City participates only in the Medicare portion of Social Security.

Optional Benefits: Employees may pursue participation in the City's membership in available Short-term Disability programs, Deferred Compensation Plans and Credit Unions.

Conditions of Employment: Employees in this classification are under the Agency Shop agreement that requires the employee to either join or pay a service fee to the Service Employees' International Union Local 620.

APPLICATION PROCESS

Applications may be obtained through the City's website at www.morrobayca.gov and mailed with a resume and cover letter to Human Resources at the City of Morro Bay, 595 Harbor St., Morro Bay, CA 93442, or e-mail to lgoforth@morrobayca.gov. A City job application **MUST** be filled out **COMPLETELY** and submitted to the above address. A resume will NOT be accepted in lieu of filing a City application, but may be attached as additional information.

SELECTION PROCESS

All applications received will be reviewed for completeness and job-related qualifications. Those candidates possessing the most desirable qualifications will be invited to participate in the selection process. The successful candidate must pass the City's pre-employment standards and background check. Please contact the City of Morro Bay Human Resources Office if you need special accommodation.

CLOSING DATE: Thursday, October 12, 2017 by 5:00PM

EQUAL OPPORTUNITY EMPLOYER