



Now Recruiting

Accounting/Payroll Technician

\$54,852-\$70,008 Annually DOE

The City of Cottage Grove is recruiting for a full-time Accounting/Payroll Technician within the Finance Department! We are looking for someone who can work independently, is detail-oriented, analytical, and a self-starter. Applicant must have at least 3-years experience working in a financial/accounting environment and a strong knowledge of administrative and technical accounting work. Preference given to applicants with previous Municipal Government experience. Position is responsible for the maintenance of fiscal records, general ledger management, monthly/year end bank reconciliation, audit and budget preparation/reporting, financial reporting, fixed asset management/reporting, accounts receivable, and project management software.

Full job description and materials are available online at: www.cottagegroveor.gov/jobs

Excellent Benefits Package including Medical (low deductible), Vision, Dental, Life Insurance, PERS Retirement, and Paid Vacation/Sick/Holiday.

Questions: Contact Human Resources at (541) 767-4114

Submit Application and Resume via Mail or Drop-Off to:

City of Cottage Grove
Attn: Human Resources
400 E Main Street
Cottage Grove, OR 97424
Or Email to: hr@cottagegrove.org

Position is Open Until Filled (Applications Reviewed Weekly)

Applicants who have been selected for the position will be required to pass a criminal and credit history check.

The City of Cottage Grove is an Equal Employment Opportunity