



# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Accountant

### Job Announcement

#### ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking an Accountant in our Finance Department. This position performs complex technical accounting services in support of RVCOG and other member entities; assists the Finance Manager with monthly, quarterly, and yearly closing procedures and audit preparation; applies a working knowledge of generally accepted accounting principles and best practices; exercises independent judgement in processing and resolution of routine accounting matters; and identifies strategies to streamline fiscal processes.

Hours: Full-time, 40 hours per week, Monday through Friday.

Starting Salary: \$3,672.41 to \$4,276.54 per month, depending on experience and qualifications. The top of the salary range is \$5,283.33.

Benefits: Holiday, vacation and sick pay; medical/dental/vision insurance available; employer-paid long-term disability, HRA contributions and 401(a) contributions after successful completion of six-month trial service.

#### THE PERSON

The ideal candidate will have knowledge of generally accepted accounting principles (GAAP), Federal and State rules and regulations, and general financial best practices, excellent verbal and written communication skills, strong planning, organizational, and computer skills, and the ability to work independently within the assigned area of responsibility and make competent decisions. The ability to work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people is required.

#### DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Bachelor's degree in Accounting or related field.
- **Experience:** A minimum of 4 years of responsible accounting and/or bookkeeping experience including General Ledger, Accounts Receivable, Accounts Payable, Payroll, tax reporting, account analysis and reconciliation, bank reconciliation, and financial statement preparation.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

#### APPLICATION PROCESS

For application instructions, please visit [Apply For A Job](#) at [www.rvcog.org](http://www.rvcog.org). A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

