

## JOB OPPORTUNITY

# ACCOUNTING SPECIALIST II (REVENUE)

### Job Duties

- Provide excellent customer service to residents and businesses in the City of Fremont.
- Perform routine fiscal and clerical support with cash handling, issuing receipts, and balancing cash bags, cash drawer and accounts on a daily basis.
- Provide a variety of financial, accounting and auditing office support duties in the preparation, maintenance and processing of accounting records and financial transactions within an assigned operating department.
- Perform difficult or specialized financial, accounting, or statistical office support duties in a centralized accounting setting, including accounts receivable, central processing and collection of City revenue and billings.
- The complete job description can be viewed [here](#).



**City of Fremont** is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 230,504 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and City Manager.

### Qualifications

*Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:*

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Two years of accounting clerical experience.

### Is This the Role For You?

This role is ideal for someone with experience in a governmental or municipal setting, who is skilled in cash handling, customer service, and financial record-keeping, with a strong grasp of relevant laws and regulations. Proficiency in Microsoft Suite, excellent communication skills, and attention to detail are essential, while a Certified Revenue Officer Certification is highly desirable.

#### Annual Salary Range

\$72,918 – \$88,633

Commensurate with Qualifications and Experience

**A summary of benefits can be viewed online:**

**[Benefits Summary](#)**

The City of Fremont is an Equal Employment Opportunity Employer.

**[APPLY HERE!](#)**