



Now Hiring for the Position of *Accounting Assistant*

The City of Exeter is hiring for the position of Accounting Assistant. This is a competitive recruitment and qualified candidates are invited to apply.

Definition:

Under general supervision, performs accounting, clerical and record-keeping activities relating to utility billing, finance/accounting, and other assigned areas. This classification requires employees to have financial record-keeping skills, work independently within a supervised framework of established and standardized policies and procedures and perform a full range of accounting and clerical duties.

Experience/Education Requirements:

- Three (3) years of increasingly responsible accounting and clerical experience.
- College level accounting and/or recordkeeping courses; minimum: graduation from high school or GED.
- Desirable: Accounting and/or billing experience
- Possession of a valid and appropriate CA DMV Drivers License.

**Salary: \$3,611 - \$4,389 per month and
an excellent benefits package apply to this position.**

Apply online now!

<https://cityofexeter.com/departments/administration/human-resources/apply-for-a-job/>

Apply before the 1st Review Date of July 7, 2025