



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

City of Whittier

Job Title: Harbor Finance Technician

Posting date: November 3, 2014

Closing Date: November 17, 2014: Noon.

Rate: \$18.61 Hourly

POSITION SUMMARY: Under the supervision of the Harbormaster, the position is responsible for harbor finance and accounting.

QUALIFICATIONS: High School graduate or GED required. 21 years of age or older. Possess a valid Alaska driver's license or have the ability to obtain one within 30 days of hire, prior to operating a city vehicle. Accounting classes and/or college accounting coursework. Minimum 7 years' experience in financial record keeping in a combination of 1)government accounting; 2)financial banking experience; 3)commercial customer accounts. Work experience using Microsoft Office and office equipment. Ability to work with the public with tact and courtesy. As condition of employment, successfully pass a drug test prior to beginning work and be subject to a background check.

Deadline/Schedule: Applications accepted until Noon on November 17, 2014.

To apply: Complete job description, qualifications/requirements and the application form can be found at www.whittieralaska.gov. Submit completed applications to harbor@whittieralaska.gov.