



City of Fredericksburg
715 Princess Anne Street
P. O. Box 7447
Fredericksburg, VA 22404-7447
540-372-1028

VACANCY ANNOUNCEMENT
REVENUE COLLECTION SPECIALIST – TREASURER’S OFFICE
STARTING SALARY: \$36,448.00

Under general supervision, the purpose of the position is to perform a high level of customer service and moderately difficult clerical tasks involving record keeping and maintaining financial accounts. Employees in this classification perform tax collection, a variety of basic accounting, record keeping, cashiering, and reconciliation functions. This position will also be tasked with assisting the public with documents and informational requests, both in person and by telephone. Performs related work as required. Successful candidate will have high school diploma or GED; additional vocational/technical training in accounting or bookkeeping, supplemented by previous experience and/or training involving accounting, customer service or public service is highly desirable. Additionally, successful candidate will have good PC skills, with experience in Microsoft Office and other basic data entry products, the ability to multi-task and to exercise analytical judgment. Bilingual Spanish speaking desirable, with the ability to speak, read and write proficiently in both English and Spanish. Driving Record check, criminal background and credit check required. An assessment relevant to position will be given at time of interview.

While the position is technically open until filled, completed City Application should be submitted before the close of business on **Friday, November 6, 2020** to be considered:

City of Fredericksburg
Human Resources Department
715 Princess Anne Street, Room 217
P. O. Box 7447
Fredericksburg, VA 22404-7447
<https://www.fredericksburgva.gov/216/Employment>

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