



414 East Callender Street
Livingston, MT 59047

We Are Hiring!

Please apply to:
Lisa Lowy, HR Director
City of Livingston
229 River Drive
Livingston, MT 59047
406-823-9870

Email Applications should be sent to:
HR@livingstonmontana.org

Online Job Application:
http://www.livingstonmontana.org/working/docs/Job_postings/Employment_Application_2016.pdf

POSITION AVAILABLE: ACCOUNTING SPECIALIST

Do you enjoy problem solving? Do you have experience with financial accounting and banking? The City of Livingston is currently seeking a qualified, enthusiastic, positive minded Accounting Specialist to join our team of Finance Professionals.

WHAT WE OFFER:

This is a Part Time 24 hour per week position scheduled Wednesday – Friday 9am – 5pm in the Finance Department. This position will be responsible for accounting reconciliation including payables, court receipts and bank reconciliation as well as prepping for annual audits and other related financial duties. In addition to beautiful surroundings, abundant outdoor recreation activities and numerous other benefits, a career at the City of Livingston offers a collegial working environment, opportunities for advancement and continued education. This is a part time benefit eligible position with exceptional pro-rated benefits including Medical, Retirement, Supplemental Coverages.

COMPENSATION / BENEFITS

Starting wage is \$17.00-20.00 per hour depending on experience. Pro-rated stipend towards health insurance premiums. State retirement system as well as Vacation, Sick and Holiday time.

ARE YOU QUALIFIED?

In order to be competitive for this exciting opportunity you should have the following minimum qualifications in addition to having a valid clean driver's license:

1. 3-5 years' experience in finance, banking or bookkeeping
2. High School Graduate (Some College or AS Degree preferred)

HOW TO APPLY

Please send a completed City of Livingston Employment Application, Resume, Letter of Interest, and References to the address listed to the left.

Email submissions are preferred.

Applications will be accepted on an ongoing basis and reviewed as they are received.

THANK YOU FOR YOUR INTEREST IN THE CITY OF LIVINGSTON FOR YOUR NEXT CAREER CHOICE!