

NOTICE!

POSITION AVAILABLE

The City of Center is recruiting for the following position:

TITLE: Accounting Administrator

SUMMARY OF DUTIES: Responsible for maintaining and reconciling general ledger accounts and bank statements for the city. Prepares audit schedules and works with auditors. Prepares monthly reports, billings, and assists with payroll. Keeps financial records for grants and the Economic Development Corporations. Assists with other City Hall functions and duties as necessary and when assigned.

REQUIREMENTS: Valid TX Driver's License w/ clean record

EDUCATION: High School Diploma or Equivalent

EXPERIENCE: Over five years of experience in Accounting.

SKILLS: Reading, Writing, Math, Typing 32 WPM, 10 Key

CLOSING DATE: Until Position Filled

Interested applicants apply at the **Work Force Solutions Deep East Texas** located at 145 Catco Drive, Center, TX 75935.

THE CITY OF CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.