



617 Tenaha Street • P.O. Box 1744
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www.centertexas.org

NOTICE! POSITION AVAILABLE

May 23, 2019

The City of Center is recruiting for the following position:

TITLE: Accounting Administrator

REPORTS TO: Assistant City Manager

Job Responsibilities: Maintains and reconciles general ledger accounts and bank statements for the city. 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. Ability to communicate effectively orally and in writing and perform mathematical tasks associated with accounting/booking. Ability to work effectively with others and work independently.

Minimum Qualifications: Experience in reconciliations, proficient in Microsoft Excel and Word, knowledge of auditing standards, business analytics, financial planning, reporting and business communications. Experience working in a team, attentive to their duties and responsibilities, reliable, attention to detail and must have a high level of integrity, portrays a professional image at all times as a representative of the City.

Starting wage is \$16/hour with room for advancement depending on performance.

EDUCATION: High School Graduate and/or Accounting Degree. Can be substituted for experience.

EXPERIENCE: Over five years of experience in Accounting/Bookkeeping. Can be substituted for education.

SKILLS: Reading, Math, Writing, Interpersonal, Computer and MS software listed above.

CLOSING DATE: Until Filled

You may go online to download application at
www.centertexas.org
or apply at
617 Tenaha Street, Center, Texas 75935
936-598-2941

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.