

INTERNAL
JOB POSTING # 18-044



ACCOUNTING ASSISTANT

FINANCE DEPARTMENT

HOURLY RATE: \$ 13.16 - \$ 15.26**

****Depending on Employee's Current Rate and Step in the City's Classification and Compensation Plan (Contact HR for more information)**

POSITION CLOSES: March 19, 2018 @ 5 p.m.

Under general supervision performs a variety of duties related to the professional accounting functions of the City of Kingsville. Audits and reconciles assigned accounts in the general ledger. Prepares financial reports, statements and schedules. Monitors and controls accounting activities in the recording of financial transactions, i.e., accounts receivables, accounts payables, collections and fixed assets. Researches, analyzes and prepares journals for financial transactions. Assists in special projects and research. Provides backup to payroll and accounts payable functions. Performs other duties as required/assigned.

Training, Experience, and/or Other Requirements: Two years in a clerical accounting position. Knowledge of general office procedures and proficient with Microsoft Excel and Word is required. Able to communicate effectively and courteously with other city employees and the public. **Acceptable Equivalency:** Any combination of training and experience that could likely provide the required knowledge and abilities.

Employee Behavior and Conduct:

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

Position requires: High School diploma or equivalent and proof of eligibility to legally work in the U.S. The successful applicant will be required to pass a pre-employment physical examination, drug screen and background investigation.

Applications may be picked up at City of Kingsville-Human Resources, 400 W. King, Kingsville, Texas 78363. Visit www.cityofkingsville.com to download application and for additional information call 361-595-8017 or e-mail hadmin@cityofkingsville.com EOE.