



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: December 20, 2012
Close: Until Filled

JOB POSTING
Accountant
Full Time
Monthly Salary: \$4,359

JOB SUMMARY:

Applies principles of governmental accounting to analyze financial information and prepare financial reports.

MINIMUM QUALIFICATIONS:

- Bachelor's degree (B.A.) from four-year college or university with emphasis in Accounting/Finance. Minimum of three years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of and skill in the use and application of computer software relevant to the position (i.e.: Microsoft Word and Excel)
- Knowledge of developing accounting policies and procedures
- Desire knowledge of the AS/400
- Valid Texas Driver's License

SKILLS AND EXPERIENCE:

- Desire Certified Public Accountant
- Ability of use mainframe applications in a Windows/Network environment
- Use of office machinery (i.e.: copiers, fax machines, typewriters)
- Ability to write reports, business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers or general public
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

TO APPLY:

Applications available online on City of Bedford web site (www.bedfordtx.gov) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer