



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

Open: February 20, 2013  
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 two 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
- Valid Texas Driver's License

**SKILLS AND EXPERIENCE:**

- 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.
- AS400 experience is desired

**TO APPLY:**

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

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