



2000 Forest Ridge Drive, Bedford Texas 76021

www.bedfordtx.gov (817) 952-2100

Open: December 12, 2011

Closed: Until Filled

JOB POSTING
Accounting Manager
Full Time
Monthly Salary: \$6,134

JOB SUMMARY:

Under the general direction of the Director of Administrative Services, responsible for the supervision, coordination and control of the City's general accounting function. Emphasis is on internal controls, audit and integrity of the City's internal and external financial reporting.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from four-year college or university with a major in accounting. A minimum of 4 years experience in a governmental, large not for profit organization, or audit firm specializing in governmental accounting and three years of supervisory experience.
- Certified Public Accountant (CPA) desired (but not required).
- Certified Government Finance Officer (CGFO) or the ability to acquire CGFO certification within 2 years of assuming the position.
- Valid Texas Drivers license
- Must be able to lift or move up to 50 lbs.

SKILLS AND EXPERIENCE:

- Advanced knowledge of accounting systems and governmental accounting
- Advanced knowledge and use of application of computer spreadsheet software relevant to the position.
- Demonstrated knowledge of communications and word processing software, computer networks and office machinery.
- Applies professional judgment in the application of GAAP. Applies GAAP to accounts and financial statements including the implementation of new pronouncements.
- Audit experience including the preparation of year-end work papers and journal entries.
- Ability to effectively communicate with all levels of management. And to make verbal presentations of accounting related data to the staff, City Council, and citizens as required.

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on line on our web site @ www.bedfordtx.gov.

Equal Opportunity/Affirmative Action Employer