



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

Open: August 31, 2012  
Close: When Filled

**JOB POSTING**  
**Accounting Tech**  
**Part -Time (20 hrs./wk)**  
**Monday – Friday (8:00 a.m. to 12:00 p.m.)**  
**Hourly Salary: \$14.70**

**JOB SUMMARY:**

Fills in and assists in accounts payable. Provide accounting and special project support to the financial operations of the City. Obtains financial data for use in maintaining accounting records. Performs daily cash deposit reconciliation. Prepares cash deposits. Assists in financial operations as needed.

**MINIMUM QUALIFICATIONS:**

- Relevant course work from two-year college or technical school; and one year related experience and/or training; or equivalent combination of education or experience.
- Knowledge of accounts payable practices and procedures.
- Knowledge of cash handling and depository procedures.
- Keyboarding skills of 45 wpm.
- Must possess a valid Texas Driver's license

**SKILLS AND EXPERIENCE:**

- Working knowledge of computer software programs such as Microsoft Word, Excel and AS400.
- Ability to assess priorities, make required adaptations to accomplish priorities, meet schedules and deadlines.
- Demonstrate ability to operate various office equipment such as, printers, fax machines, and copy machines.
- Ability to lift and/or move up to 25 pounds.
- Must demonstrate good customer service skills.

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge Dr., Bedford, TX or our web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)).

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