



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2179

Open: October 24, 2014
Close: Until Filled

JOB POSTING
Account Clerk II - Receivables
Full Time
Monthly Salary: \$3,098

JOB SUMMARY:

Under the general direction of the Accounting Manager, provides Revenue Accounting, Payroll, Procurement Card, Ambulance Billing Reconciliation, Credit Card Processing Administration, and Special Project support to the financial operations of the City. Work schedule is Monday – Friday, 8am – 5pm with overtime as needed during year-end and audit.

MINIMUM QUALIFICATIONS:

- Relevant college course work from two-year college or technical school and one year related experience and/or training; or equivalent combination of education or experience.
- Demonstrated knowledge of computer software relevant to this position such as Microsoft Word, advanced Microsoft Excel, and credit card processing administration. Knowledge of AS400 is an advantage.
- Working knowledge of accounts payable practices and procedures.
- Must possess a valid Texas Driver's License.
- Keyboarding speed of 45 wpm.
- Desired: Notary Public

SKILLS AND EXPERIENCE:

- Working knowledge of Revenue Accounting and recording ambulance billings, fee's, taxes, and inter-governmental receipts.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to communicate proper accounting procedures and train others.
- Ability to assess priorities and make required adaptation to accomplish priorities and meet schedules and deadlines effectively.
- Demonstrated customer service orientation.

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