



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

Open: April 8, 2014
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; or one to 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 to 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.

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