



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

Open: March 17, 2014
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. Provides 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 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, and meet schedules and deadlines effectively
- Demonstrated knowledge of accounts payable procedures
- 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).

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