



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

Open: January 23, 2015
Close: When Filled

INTERNAL JOB POSTING
Accounting Technician
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 and 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 and Excel.
- 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:

Candidates must complete an internal application with supervisor's signature, and submit this form to the Human Resources Division. Internal applications are available via city shared computer files @ S:\READONLY\HR Forms\Internal Applications & Forms\Internal Application.doc or may be obtained from Human Resources. Interested internal applicants may only apply for one position at a time.

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