



Job Title:	Accounting Specialist	
Pay Range:	\$9.7274/hr	
Department:	Finance	03/06/2017

**JOB SUMMARY:**

Prepares, types, and posts non-routine accounting transactions to journals or ledgers. Reviews, corrects and classifies invoices for accuracy and completeness; prepares account payable checks; answers vendor inquiries; prints accounts payable reports and maintains account payable files. Determines correct account number for posting and paying invoices. Reconciles all cash received and prepares cash receipt reports. Processes and assists with travel requests. Performs related duties as assigned.

**QUALIFICATIONS:**

- Knowledge of accounting theory, generally accepted principles and practices and applications
- Knowledge of standard accounting office practices.
- Ability to make arithmetic calculations
- Ability to remain in a sitting position for extended periods of time.
- Ability to analyze and interpret fiscal and accounting records.
- One year certificate from college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:** Administrative work; sits at a desk to work. Involves occasional light lifting of 0–20 pounds.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

**BENEFITS:** The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550. City Website: [www.myharlingen.us](http://www.myharlingen.us)

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