



Job Title:	Accountant	
Pay Rate:	DOQ	
Department:	Finance	03/06/2017

JOB SUMMARY:

This position performs advanced professional accounting work. Responsibilities include analyzing and evaluating accounting problems; reconciling bank statements; preparing and submitting financial reports from data compiled from ledgers. Performs a wide variety of related accounting and administrative tasks such as reviewing service documents for accounting purposes, maintaining ledgers, recording entries, participating in the budget process, and interacting with vendors. Will be driving personal vehicle for city business. Performs other related duties as assigned.

QUALIFICATIONS:

- Knowledge of governmental accounting theory, principles and practices, and their application to a variety of municipal accounting transactions.
- Knowledge of word processing and spreadsheet software applications.
- Ability to analyze and interpret fiscal and accounting records.
- Valid Texas driver license.
- Bachelor Degree from an accredited college or university; or five years related experience and/or training; or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

Administrative work; sits at a desk to work. Involves occasional light lifting of 0 to 25 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.

TO APPLY: Applications are available at City of Harlingen City Hall Department, 118 E. Tyler, Harlingen, 78550; City Website: www.myharlingen.us