

City of Martindale
Has the following opening

Position: City Accountant
Reports to: Mayor
Cutoff Date: May 26, 2016

GENERAL JOB SUMMARY

To process accounts payable by receiving and reviewing invoices, statements, and purchase requisitions. Prepares and sorts requisitions for data entry, prepares checks, reviews copies and maintains vendor files, balances cash drawer. Maintains financial spreadsheets and files. Reconciles bank statements and ledgers and processes payroll. Participates in preparation of City budget. Pulls materials for and works with outside auditor during annual audit and works with auditors to resolve questions. Compiles reports and schedules as requested for City's year-end Comprehensive Annual Financial Report.

Please submit resume to: City of Martindale
P.O. Box 365
Martindale, Texas 78655
Attn: City Clerk

City of Martindale is an Equal Opportunity Employer