

**THE CITY OF TEXARKANA, ARKANSAS**  
is accepting applications for the following position:

**Accounts Receivable Accountant**  
**Full Time**

**SUMMARY OF ESSENTIAL DUTIES:**

Verifies and records payments and transactions related to accounts receivable. Maintains and updates files, including name or address changes, mergers, or mailing attention. Provides clerical support for the A&P Commission.

**POSITION SPECIFICATIONS:**

- Accounts Receivables
- Cash receipt all credit card transactions, incoming checks from mail, and cash/checks from all departments
- File all cash receipts at end of day
- Deposit all cash/checks daily from incoming mail and from all departments
- File insurance claims for property and vehicles
- Prepare and enter Journal Entries as needed and for audit
- Issue Alcohol Beverage, Private Club, Amusement, Refuse, and Medical Marijuana Permits
- Clerical Support for the A&P commission
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Associate's degree in accounting or related field required, Bachelor's degree preferred
- Cash handling experience preferred
- Proficient in Microsoft Word and Excel
- Good communication and organizational skills
- Must be dependable and possess good initiative
- Minimum of 2 years accounting experience required

**SALARY RANGE:**

\$47,029-\$49,837

Applications and resumes will be accepted at Arkansas City Hall until the position is filled. Applications and resumes may also be faxed to (870) 772-8182; emailed to [skylar.krause@txkusa.org](mailto:skylar.krause@txkusa.org); or accessed online at <https://cityoftexarkanaar.com/job-opportunities/>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.