

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

STAFF ACCOUNTANT
Full Time

SUMMARY OF ESSENTIAL DUTIES:

This is a non-exempt position that is responsible for accounting duties including bank and trust reconciliations.

ESSENTIAL JOB FUNCTIONS:

- Reconcile bank accounts
- Reconcile trust accounts
- Reconcile pension funds
- General Ledger Review
- Prepare financial statements
- Track and record capital assets
- Other duties and special projects as assigned

POSITION SPECIFICATIONS:

Bachelor's degree in accounting or business required. Must have knowledge of accounting theory, principles, and practices. Must have knowledge of finance and accounting. Must be proficient in Microsoft Office products, especially Microsoft Excel. Must have the ability to communicate effectively, both orally and in writing.

SALARY RANGE:

\$49,837

Applications and resumes will be accepted until filled at the Arkansas City Hall. Applications and resumes may also be faxed to (870)772-8182; emailed to skylar.krause@txkusa.org or accessed online at <https://cityoftexarkanaar.com>. 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.