

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL
AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter is in need of a qualified individual to fill the following position. If you are interested in this position and feel that you are qualified for this position, contact the Potter County Human Resource Department, Room 705 of the Santa Fe Building, 900 S. Polk or by phone at (806) 349-4831. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: ACCOUNTANT II

JOB DESCRIPTION:

- Perform or assist in performance of monthly, quarterly, and annual accounting and reconciliation procedures.
- Prepare and post payables for special funds in general ledgers.
- Prepare and post necessary journal entries for special funds into general ledgers
- Reconcile bank statements for special funds to general ledger.
- Prepare monthly financial reports and report quarterly expenditures to appropriate state agencies.
- Backup General Ledger duties as needed for Potter County.

SKILLS REQUIRED:

- Knowledge of Microsoft Office products and/or other spreadsheet and database applications.
- Working knowledge of US GAAP.
- Communicate effectively and efficiently in delivering information and explaining procedures in both written and oral form.
- Ability to research, understand and apply the Texas Local Government Code and other laws, regulations and contract related to County government.
- Work with confidential information, maintain high ethical standards.
- Utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; to understand and apply the theories of statistics.
- Exercise initiative and independent judgement in applying standards to a variety of work situations.
- Be a team player.

PHYSICAL REQUIREMENTS:

The typical job function will require sitting or standing in an office environment with occasional moving of file boxes up to 25 pounds.

EDUCATION AND EXPERIENCE:

- Degree in accounting, finance or related field or equivalent related work experience.
- 0-5 Years public accounting experience or general ledger accounting experience. Fund accounting experience a plus.

STARTING SALARY: \$55,000-\$70,000 annually Depending on qualifications

FLSA STATUS: Exempt

APPLICATIONS/RESUMES WILL BE ACCEPTED UNTIL FILLED.

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES."