

JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE

Bookkeeper

JOB DESCRIPTION: The City of Eagle Lake is seeking a highly ethical, highly motivated individual to serve as the Bookkeeper for the City. Under the direction of the City Manager, the Bookkeeper of the City of Eagle Lake oversees the financial activities of the entire city; is responsible for all accounting and fiscal functions of the municipality. Works closely with the City Manager and Department Heads in monitoring areas of financial responsibility, budgeting, and audit preparation. Oversees the city's budget, cash management, investments, debt and city audit. The Bookkeeper prepares financial documents for City Council meetings, requests for information from the public, and internal requests from Department Heads and employees. The successful applicant is required to work well with other Department Heads, the City Council and the City Manager and to be responsive to the public.

QUALIFICATIONS/REQUIREMENTS: Education and/or progressively responsible experience in finance, accounting, or a related field; knowledge of government accounting principles established by the Government Accounting Standards Board (GASB) is preferred; multiple years of progressively responsible experience in local government accounting, finance and budgeting is preferred; knowledge of finance-related computer software applications, including payroll, accounts payable, inventory control, utility billing, general ledger, fixed asset and budget reporting; knowledge of federal, state, and local regulations regarding sales tax, hotels tax and exemptions; excellent communication skills; and knowledge of Incode accounting software is preferred.

EDUCATION/EXPERIENCE: Minimum of Bachelor's degree, Accounting degree preferred; years of government accounting experience may be substituted for degree; and 3-5 years progressively responsible government accounting experience.

SALARY: Pay dependent on qualifications annually with benefits; employer paid health, dental, vision, life/ADD, and with TMRS participation at 2/1 @ 6%. Vacation accrual and holiday leave are provided in accordance with current Personnel Policies and FLSA.

APPLICATION DEADLINE: Open until filled. Applications are available at City Hall, 100 E. Main or online at <https://www.coeltx.net>. Completed application can be submitted in person or by mail to City of Eagle Lake, P.O. Box 38, Eagle Lake, TX 77434. Random drug testing; EOE.

CONTACT: Gary Broz, City Manager.

POSTED: 12-18-18