



City of Graham

EMPLOYMENT LISTING

GENERAL INFORMATION:

Job Title: Accounting Clerk

Job Location: City Hall

Date Posted: 5/3/2023, Closes 5/17/2023.

Job Type: Full Time

Compensation: \$15.00-\$16.50/Hour

Benefits: Medical insurance, dental insurance, vision insurance, helicopter insurance, retirement, paid holidays, accrued vacation and sick leave.

JOB DESCRIPTION:

Primary Function: Assist the Director of Finance in the operational activities of the City's Finance and Utilities.

Major Responsibilities: Recording of general ledger transactions, perform routine office duties such as assisting customers at the counter and answering phone calls, processing utility payments in the form of cash, check or credit cards, balance daily cash drawer and reconcile receipts, establish new customer accounts and provide details of services, enter work orders and emails to appropriate departments, process monthly utility bills, and other duties as assigned.

JOB REQUIREMENTS:

Education, training experience:

High school diploma or GED equivalent and three (3) or more years of accounting and customer service-related work experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Possess basic level computer skills in the use of word processing, Excel, 10-key, and data entry. Ability to pay attention to detail, set priorities and manage time and work in a fast-paced environment with multiple tasks and interruptions. Ability to communicate effectively both orally and written with internal and external customers.

HOW TO APPLY:

Persons interested in this position must complete an application which can be obtained at www.cityofgrahamtexas.com or at City Hall, 612 Elm St, Graham, TX. 76450.

Applications must be completed and returned to City Hall or emailed to mbueno@grahamtexas.net by May 17, 2023.