



Isela Reyes
Mayor

Leticia Miranda
Alderson Place 1

David Cantu
Alderson Place 2

Lorenzo E. Leyva Sr.
Alderson Place 3

Antonio Flores
Alderson Place 4

Thomas Black
Alderson Place 5

JOB TITLE: Bookkeeper

DEPARTMENT: Finance

FLSA STATUS: Non-Exempt, Part-Time, 20 hours per week

JOB OPENING: Until Filled

GENERAL SUMMARY:

Under general administrative direction by the Finance Director as applicable, review, revise and maintain control on fiscal record-keeping functions in accounting.

SUPERVISION:

Direct supervision by the Finance Director and or his/her designee, general administrative supervision by City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accounts payable once a week
- Semimonthly payroll
- Payroll tax deposits
- Bank reconciliations
- Compiled financial statements
- SAM registration
- Truth in taxation
- Annual budget
- Payroll tax returns and W2's
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and received
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Close grants; reconciles accounts and balances; finalizes billings and reporting
- Perform monthly capital projects reconciliation

Accountant Created: 5/2022

REQUIREMENTS:

- Work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures
- Knowledge of Microsoft Word, Excel and spreadsheet programs
- Knowledge of QuickBooks
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- Additional certification (CPA or CMA) is a plus

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Associate degree in accounting if actable or related field preferred, or combination of education and experience. Must have a valid Texas Driver's License. Fluent in English and Spanish is a plus.

The full and completed application requirements can be found at City Hall, at the following location:

**In person: San Elizario City Hall
 12710 Church St.
 San Elizario, Texas 79849
 Attn: Maya Sanchez, City Administrator**

**Hours: Monday – Thursday, 8:30 am – 4:00 pm
Friday, 8:30 am - 12:30 pm**

**Please submit your resume in person to address above or to
info@cityofsanelizario.com with the subject line “Accountant Position”**

“An Equal Employment Opportunity Employer”