

ACCOUNTANT

JOB SUMMARY: We are currently seeking full-time qualified candidates to perform professional level accounting work including reconciling bank statements and bookkeeping ledgers, completing analysis of the employee expenditures; managing income and expenditure accounts; generating the various financial reports using income and expenditure data; keeping a check on finances based on financial status; may assist in filing and remitting taxes and other financial obligations; initiating and managing financial and accounting software; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to the finance director and performs related services upon request.

CREDENTIALS: Applicant must have bachelor's degree in finance, accounting or related field from an accredited college or university with major course work in accounting principles. Have 2 years increasingly responsible experience performing moderate to complex accounting and finance work, preferably in a municipal environment. Applicants considered for hire must submit to a background and reference checks, and pre-employment drug/alcohol screening as outlined in city policies.

DEADLINE FOR SUBMISSION: until position filled.



FOR CONSIDERATION CANDIDATES SHOULD SUBMIT:

Resume and online application to
HUMAN RESOURCES DEPARTMENT
email: hr@tuskegeealabama.gov

RE: ACCOUNTANT

EQUAL OPPORTUNITY EMPLOYER