



Job Title: Accounting Specialist

Pay Range: \$8.77/hr - \$11.00/hr

Department: Finance

12/08/08

**JOB SUMMARY:**

Prepares, types, and posts non-routine accounting transactions to journals or ledgers. Reconciles and records credits in the proper funds and revenue accounts; prepares a cashier report for each account to be credited. Monitors line items and initiates procedures for line item transfers. Reviews and verifies records and reports to insure that required information is provided and is correct. Compiles information from data generated within the organization or submitted from other departments. Performs related work as required.

**QUALIFICATIONS:**

- Knowledge of accounting theory, generally accepted principles and practices and applications
- Knowledge of standard accounting office practices.
- General knowledge of governmental accounting.
- Ability to make arithmetic calculations
- Ability to analyze and interpret fiscal and accounting records
- Skill in the use of a calculator, computer terminal, personal computer, or related office machines.
- One year certificate from college or technical school; or two years related experience and/or training; or equivalent combination of experience and training.

**PHYSICAL REQUIREMENTS:** Administrative work; sits at a desk to work. Involves occasional light lifting of 0–20 pounds.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

**BENEFITS:** The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen Human Resources Department, 118 E. Tyler, Harlingen, Texas 78550, (956) 216-5020 / (956) 216-5021. City Website: [www.myharlingen.us](http://www.myharlingen.us)

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