



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

JOB TITLE: Accountant

Department: Finance	Status: Full Time/ Permanent
Annual Salary: \$37,896	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

CLOSING DATE:
UNTIL FILLED

Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.
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ESSENTIAL JOB FUNCTIONS: The accountant performs accounting work, including analyzing and verifying fiscal records and reports, providing information to city staff regarding accounting practices and procedures, monitoring city bank accounts, and managing city auto & property insurance processes. The Accountant prepares journal entries, reconciles general ledger and subsidiary accounts, assists with month end closing process and makes bank transfers. The Accountant also interfaces with Legislative Audit and Federal Grant Compliance Auditors providing access to files and requests for information, prepares monthly sales tax reports, refunds claims, initiates electronic submission and performs all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Equivalent to a degree from a four year college or university with major coursework in accounting, finance, economics, or a related field and three to five years of experience, or an equivalent combination of education and experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.