



## TOWN OF FAIRVIEW JOB POSTING

**POSITION:** Accounting Technician

Posted 9/6/17

**STATUS:** Part time (20 hours/week with some flexibility in schedule)

**AVAILABILITY:** Immediate; open until filled

**SALARY GRADE RANGE:** \$15.21 – \$17.90/hr.; DOQ

**BENEFITS:**

Time Off Benefits (paid time off & holidays), longevity pay, participation in Texas Municipal Retirement System (employee contributes 7% with 2:1 employer match), and Social Security

**RESPONSIBILITIES:**

Under general supervision, accurately processes accounts payable by receiving, distributing, verifying, and timely paying invoices; maintains spreadsheets, vendor files and W-9 records; processes refunds and jury checks; assists with processing 1099's, credit applications, sales tax exemption forms, and unclaimed property processing; and performs other related duties.

**REQUIREMENTS:**

- High school diploma or GED equivalent; and two (2) or more year's accounts payable and/or accounting experience; or an equivalent combination of education, training and experience
- Knowledge of methods, procedures and standards for maintaining accounts payable records and general office practices and equipment
- Excel and Outlook experience
- Experience operating a personal computer utilizing standard and specialized hardware.
- Effective verbal and written communication
- Skill in critical thinking and problem solving; interacting with people of different social, economic, and ethnic backgrounds; establishing and maintaining effective working relationships with co-workers, clients, and the general public
- Municipal government experience preferred
- Tyler Technologies Incode software experience preferred

**LICENSE AND CERTIFICATION REQUIREMENTS:** none required

**Applicants must submit Town of Fairview Application for Employment. Applications are available on the Town of Fairview website, [www.fairviewtexas.org](http://www.fairviewtexas.org) .**

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