



## **TOWN OF FAIRVIEW JOB POSTING**

**POSITION:** Accounting Technician  
Posted 1/11/17

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

**AVAILABILITY:** Immediate; open until filled

**COMPENSATION:** \$15.21 - \$17.90 per hour

**BENEFITS:**

Time Off Benefits (paid time off and 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 e exemption forms, and unclaimed property processing; and performs other related duties.

**REQUIREMENTS:**

- High School Diploma or GED equivalent; and two (2) or more years 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 software.
- 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.

**Application available on Town of Fairview website, [www.fairviewtexas.org](http://www.fairviewtexas.org).**

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EOE**