



TOWN OF FAIRVIEW JOB POSTING

POSITION: Accounting Technician

Posted 8/2/2022

STATUS: Part Time

AVAILABILITY: Immediate; open until filled

COMPENSATION: \$16.22/hr. to \$20.00/hr. depending upon qualifications

BENEFITS: Paid time off, paid holidays, and retirement plan. Employee contributions to Texas Municipal Retirement System (TMRS) are 7% with a 2:1 employer match. Town also participates in Social Security

RESPONSIBILITIES: Accurately processes accounts payable by receiving, distributing, verifying, and timely paying invoices; maintains spreadsheets, vendor files and W-9 records; processes refunds, jury checks, 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 years accounts payable and/or accounting experience; OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS: none

Applicants must submit Town of Fairview Application for Employment. Applications are available on the Town of Fairview website, www.fairviewtexas.org.

**Town of Fairview
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EOE**