



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Senior Accountant
<b>Open Date:</b>	March 31, 2021
<b>Closing Date:</b>	April 25, 2021 at 11:59 p.m.
<b>Salary:</b>	\$ 46,052 annually
<b>Job Type:</b>	Full-time with benefits
<b>Department:</b>	Finance (located in City Hall)

## JOB SUMMARY

Under direction, the selected applicant will perform a variety of clerical and technical financial functions in support of activities within the Finance Department, including assisting with general ledger accounting, financial reporting, financial analysis tools, and other special projects as assigned.

### Duties include but are not limited to:

- Prepare and post journal entries timely, accurately, and in compliance with general accepted accounting principles.
- Maintain various ledgers, registers, and journals according to established account classifications; prepare, correct, or adjust entries as necessary.
- Reconcile monthly bank statements, and post and reconcile payroll related liabilities.
- Post new and disposed fixed assets and maintain the fixed asset ledger.

**Education:** Bachelor's degree in accounting, finance, or a related field is required.

**Experience:** Five years of clerical accounting experience, preferably in a municipal environment.

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**ALL APPLICANTS MUST COMPLETE THE APPLICATION FOUND AT:**

<https://www.cityofmoore.com/departments/jobs>

For additional information regarding this position including duties, responsibilities and minimum qualifications, please visit <https://www.cityofmoore.com/departments/jobs>.

**City of Moore is an Equal Opportunity Employer**