



CITY OF TEXARKANA ARKANSAS
DEPARTMENT OF FINANCE-PERSONNEL
216 WALNUT ST 71854-6024
P O BOX 2711 TEXARKANA ARKANSAS 75504-2711
PHONE (870) 779-4997 – FAX (870) 772-8182

**THE CITY OF TEXARKANA, ARKANSAS is
accepting applications for the
following position:**

Staff Accountant

(This posting closes 6/26/2009 at 5pm)

SUMMARY OF ESSENTIAL DUTIES:

Responsibilities will include, but not be limited to, accounting and reporting of City's grants and Capital Projects, agenda items, petty cash audits, fixed assets and journal entries. Will also be required to reconcile numerous general ledger accounts and assist Finance Director and Controller as required.

POSITION SPECIFICATIONS:

Degree in Accounting or a closely related field required, CPA or minimum Bachelor Degree in Accounting is preferred. Experience in grant accounting and other accounting functions a plus. Experience in electronic data entry including spreadsheet applications required.

Applications can be mailed to Arkansas City Hall: Heather Tutolo at P.O. Box 2711, Texarkana, AR, 75504 or faxed to 870-772-8182 or emailed to htutolo@txkusa.org. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.