CITY OF TOMBALL
PUBLIC POSITION POSTING

JOB # 122 –ACCOUNTING ASSISTANT

The City of Tomball is accepting applications for the position of Accounting Assistant in the Finance Department. This position will perform various accounting duties in support of the City of Tomball.

QUALIFICATIONS:

- **Two (2) years of accounts payable processing, preferably in a public agency.**
- **Three (3) semesters of accounting to include: Principles of Accounting 1 and 2 and Intermediate Accounting 1 required.**
- **Must be organized, multi-tasked and a team player.**
- **Must possess professional and courteous customer service skills.**
- **Highly proficient in the use of computers and software especially Microsoft Office.**
- **HS diploma/GED required.**
- **Must possess and maintain a valid Class C Texas motor vehicle operator's license.**
- **Must be able to successfully pass pre-employment drug screening.**

SALARY:

- **Hiring Range: 30,560 - $32,088**
- **Salary Range: $30,560- $41,346**

**** Salary is dependent on qualifications and experience**

CLOSING DATE:

- **This position is open until filled.**

Applications are available at City Hall or www.ci.tomball.tx.us and may be submitted to:

- **City Hall, attn: Human Resources, 401 Market Street, Tomball, TX 77375**
- **Fax (281) 290-1088 or e-mail** hr@ci.tomball.tx.us
- **Office hours are 8 am to 5 pm Mon. – Thurs. & 8 am to 4 pm Fri.**

Equal Employment Opportunity Statement - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.

01/27/12