

Part Time Accounting Technician

About us

The City of Rincon is search for a part time Accounting Technician with several years' experience who can work 25-28 hours a week. This person should be able to perform specialized accounting functions such as receiving payments, creating journal entries, preparing accounts payable, handling cash, preparing reports, and maintaining records.

Essential Functions:

- Works directly under the direction of the Director of Finance to ensure all department goals are met in a timely and consistent manner
- Must be able to handle fast paced environment, and be maintain focus with disruptions.
- Assists in processing invoices for accounts payable
- Processes deposits, handles cash
- Assists & performs accounting and bookkeeping tasks such as reconciliations, journal entries, and running reports, entering deposits, and accounts payable.
- Works directly with department heads in regards to payments, invoices, and other accounting issues
- Must have the ability to use accounting software, as well as Microsoft office products. Must be proficient in excel.
- Must have good communication skills
- Must be able to maintain complete, accurate and readily accessible files, follows records retention guidelines, and maintains confidentiality of documentation.

Minimum Qualifications:

- High School Diploma or GED, supplemented by college level course work or vocational training in accounting or bookkeeping. Minimum 3 years prior experience in accounting work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

The city of Rincon is an equal opportunity employer. This job description does not constitute an employment agreement, and is subject to change by the employer as the needs of the city and requirements of the job change.