
WEB JOB POSTING

ACCOUNTING CLERK II

RESPONSIBILITIES:

The Accounting Clerk II in the Finance Department works under the supervision of the Accounting Supervisor. The position is responsible for payroll input and processing, benefits tracking, bank reconciliations and accounts payable support. The position also handles payroll taxes, retirement contributions, benefit tracking and record retention. Work requires knowledge of payroll regulations and city policy, basic accounting principles and the ability to reconcile accounts, maintain spreadsheets and resolve differences.

REQUIREMENTS:

Associates degree in accounting or related degree preferred. Customer service experience, administrative experience and computer proficiency required.

BENEFITS:

This is a part-time position with a starting hourly rate of \$13.50 - \$14.35. Work hours are from 7:30am-12:30pm with afternoon hours as required.

RECRUITMENT:

Individuals interested in applying for this position can complete the application available on-line at www.tullahomatn.gov or submit a resume by the deadline date. An application or resume can be submitted by:

Mail: City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388

Email: cbrice@tullahomatn.gov

Fax: 931-455-2782

Deliver: City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN

Posted: January 11, 2015

Closes: January 26, 2015