



NOTICE OF JOB OPENING

- JOB TITLE:** Accountant I
- DEPARTMENT:** County Auditor – Revenue Accounting
- HOURS:** 40 Hours Per Week
- SALARY:** The Auditor’s Office offers a competitive salary along with excellent benefits, retirement and job stability.
- JOB REQUIREMENTS:**
- The successful candidate must possess a four year accounting degree with a minimum of 24 accredited hours in accounting and 1 – 2 years general office experience. Proficient in the use of MS Word, Access, and Excel. Fluency in the written and oral use of the English language is required along with above average interpersonal, analytical and problem solving skills.
- Must be legally eligible to work in the United States. We do not provide visa sponsorship.
- Physical requirements for the position are the ability to sit for extended periods of time and the ability to lift, carry push and or pull up to 20 lbs.
- JOB DESCRIPTION:**
- Will be responsible for account reconciliations from the general ledger to outside subsystems and the verification of the amounts recorded; clear monthly bank reconciling items; monitor assigned revenue collections; and monitor deposits for compliance with revenue recognition procedures. This position also assists in the Annual Revenue Estimate process, annual update of the Revenue Manual and prepares schedules necessary for annual audit of the non-tax revenues.
- CLOSING DATE:** Open until filled

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY