

CITY OF NATCHITOCHEs
JOB OPPORTUNITY

POSITION: Accountant - Finance Department

DESCRIPTION: Performs technical and administrative accounting work in maintaining the fiscal records and accounting for the City. Prepares periodic reports and assists in the preparation of the annual and other State and Federal reports. Makes journal entries to balance and close monthly books in the general ledger, revenue and expense accounts; reconciles general ledger and subsidiary utility accounts. Reconciles bank statements. Assists in the preparation of the various year end reports.

QUALIFICATIONS: The successful applicant shall have at least 2 years of bookkeeping experience. A degree in accounting or a business related field is preferred.

CONTACT: City of Natchitoches, Human Resources Department located At 1400 Sabine Street or P.O. Box 37, Natchitoches, LA 71458-0037. Applications may also be picked up upstairs at City Hall located at 700 Second St., or you can download an application on line at www.natchitochesla.gov

DEADLINE FOR APPLICATIONS: Applications will be accepted position is filed.

THE CITY OF NATCHITOCHEs IS AN EQUAL OPPORTUNITY EMPLOYER.