

CITY OF NATCHITOCHEs
JOB OPPORTUNITY

POSITION: Controller - Finance Department

DESCRIPTION: Performs a variety of routine and complex clerical and administrative skills in the Finance Department. Responsible for supervising all functions of the payroll department, all functions of the accounts payable department, including monthly sales tax, balancing cash, invoice processing, airport credit card report, monthly sales tax and 1099's. Train other employees in the Finance Department. Assists in monthly, quarterly and year end reports. Monitors and performs the daily operations in relation to various employee benefits offered including health insurance, dental insurance, life insurance, retirement and other benefits offered to employees. Sets up new vendors and account codes in the GMBA system.

QUALIFICATIONS: The successful applicant shall have graduated from an accredited four-year college or university with a degree in accounting or related field or 4 years of experience in municipal accounting and finance work.

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 may download an application on line at www.natchitochesla.gov

DEADLINE FOR APPLICATIONS: Applications will be accepted until position is filled.

THE CITY OF NATCHITOCHEs IS AN EQUAL OPPORTUNITY EMPLOYER.