



CITY OF PEARSALL

GATEWAY TO THE WINTERGARDEN

Job Announcement

The City of Pearsall is currently accepting Applications for the following position:

<u>Job title:</u>	Business Manager/Accountant
<u>Department:</u>	Finance
<u>Closing Date:</u>	August 17, 2022
<u>Job Type:</u>	Full Time/Exempt
<u>Salary:</u>	Entry level - \$43,430.40 annually
<u>Hours:</u>	8:00 a.m. - 5:00 p.m., Monday – Friday (Subject to Dept. Head’s discretion - hours may vary)
<u>Benefits:</u>	Medical, Dental, Vision, Retirement, accidental, critical illness, short- & long-term disability, & life insurance, paid Holidays, Paid Vacation & Sick Leave

Job Summary:

Responsible for managing the City of Pearsall’s utility billing, customer service and meter readers. Will also help oversee accounts payable and receivable clerks in the absence of the finance director. Will assist with accounting and budget process, city’s procurement process and oversee general procurement compliance.

Minimum Requirements:

- Bachelor’s degree in Finance, Business Administration, or related field
- 1 to 3 years’ experience in local government financial operations

Pre-employment requirements

- Valid Texas Driver’s License required
- Pre-Employment Non-Drug Test
- Background Checks

For more information contact: Raquel E. Yanez, Human Resources Coordinator
215 S. Ash St. Pearsall, Texas 78061
(830) 334-3676

Applications may be downloaded from cityofpearsall.org or picked up & dropped off at Segovia City Hall Annex, 215 S. Ash St. Pearsall, Tx 78061, faxed to (830)334-4750 or emailed ryanez@cityofpearsall.org

The City of Pearsall is an Equal Opportunity Employer.