



City of Pearsall

Job Announcement

Job Notice:

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

<u>Job title:</u>	Finance Director/Assistant City Manager
<u>Department:</u>	Finance Department
<u>Closing Date:</u>	September 20, 2021
<u>Job Type:</u>	Full Time
<u>Hours:</u>	Monday – Friday 8am – 5pm
<u>Salary:</u>	Range: \$75,000 - \$90,000 per year

Responsibilities:

Responsible for the City’s financial operations and programs. This includes, but is not limited to, directing the City’s financial reporting, accounting, accounts payable, accounts receivable, payroll procurement, financial planning, budgeting, human resources, and debt programs. Supervises the Accounting, Purchasing, Customer Service and Human Resources divisions. Serves and assists City Manager in daily operations of the city.

Minimum Qualifications / Acceptable Equivalency:

- Bachelor’s Degree in Accounting, Finance, Business Administration, Economics or Public Administration
- Four years of progressively responsible experience in municipal finance, accounting, budgeting, and/or cash and debt management,
- Two years of supervisory experience

Conditions of Employment:

- Must have a valid Class “C” Driver’s License prior to employment (must obtain Texas Class “C” driver’s license within 30 days of hire per state law)
- Must pass a drug test, driver’s license check, credit check, social security number check and criminal history background check
- Must complete state required investment training within six months of employment
- Ability to communicate effectively both verbally and in writing

For more information contact:

Raquel E. Yanez, Human Resources Manager
215 S. Ash St. Pearsall, Texas 78061
Phone: (830) 334 - 36765 | Fax: (830) 334-4750
ryanez@cityofpearsall.org

The City of Pearsall is an Equal Opportunity Employer.