



CITY OF WEST MEMPHIS

604 E. Cooper - P.O. Box 1868 – West Memphis, AR 72303-1868 – (870) 702-5114

TO: ALL QUALIFIED APPLICANTS
FROM: HUMAN RESOURCES
DATE: OCTOBER 29, 2020
RE: JOB OPENING – ACCOUNTANT

ACCOUNTANT - WEST MEMPHIS FINANCE DEPARTMENT

This is a full-time position with benefits. The Accountant performs professional accounting, finance, and/or audit-related work. The scope of such work includes the analysis, preparation and maintenance of financial records and reports, treasury and financial activities, and internal audit reviews for the City of West Memphis.

- Works with ongoing utility billing procedures, including preparing and reviewing reports and processing bills to be distributed.
- Processes monthly finance charges on delinquent accounts and distributes late notices.
- Prepares utility reports and journal entries.
- Enters utility rates and reviews for accuracy.
- Enters payments, including monthly automatic and online payments.
- Provides customer service by telephone or in person for utilities, to maintain and set up utility accounts and meter-read requests.
- Completes special assessments process for unpaid utility bills.
- Processes meter readings, corrections, adjustments and the swapping-out of water meters.
- Prepares and sends meter information transfers for hand-held devices.
- Performs assessment and delinquent utility searches per request.
- Provides backup for preparing the City of West Memphis payroll, accounts payable, accounts receivable, and fixed assets.
- Performs other duties, as assigned.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Bachelor’s degree (BA) in accounting or related field from an accredited four-year (4) college or university required.
- Three (3) years of experience and/or training preferred
- Proficiency in Windows-based programs and software.
- Ability to read, write, and comprehend simple instructions, short correspondence, and memos.
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, compute rate, ratio, and percent and to draw and interpret bar graphs.

Salary \$50000-\$80000 Annually

**SUBMIT ONLINE APPLICATIONS AVAILABLE AT WWW.WESTMEMPHISAR.GOV
APPLICATIONS ARE ACCEPTED UNTIL THE POSITION IS FILLED.
THE CITY OF WEST MEMPHIS IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).**