

 **ACCOUNTING COORDINATOR**

The City of Jennings is accepting applications for the position of Accounting Coordinator. The position is responsible for providing accounting support to the Finance Director, performing routine accounting work in the Finance Department, which includes accounts payable functions assistance with supervision accounts receivable functions. Manage and supervise the daily accounting functions of the City of Jennings, which include accounts payable and accounts receivable functions. Works under the general supervision of the Finance Director. Coordinates activities with full-time Accounting Clerk and part-time clerk for assistance with duties.

Minimum qualifications include a bachelor degree in business administration, accounting, finance with 2-5 years of experience or equivalent of at least 10 years of work experience, or associate degree in business administration, accounting, finance with 6-10 years of experience or equivalent of 15 years work experience in budget, spreadsheets, Microsoft Office and five (5) years of government-related training and experience, experience including cash handling and accounting (e.g. governmental accounting preparing journal entries, reconciliations, financial statements, projections, or financial analysis). Starting salary $42,460.00 (GS-17C)

Application available at Jennings City Hall or online at [www.cityofjennings.org](http://www.cityofjennings.org/)

# NO RESUMES ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION! Completed applications may be delivered to City Hall, mailed, emailed to jobs@cityofjennings.org or faxed to 314-388-3999. Applications accepted until the position is filled.

The City of Jennings is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.