

CITY OF RUSTON

Date: March 3, 2010

POSITION ANNOUNCEMENT

The City of Ruston is recruiting for the following position:

TITLE: Accountant

REPORTS TO: Controller

SUMMARY OF DUTIES: Applies principles of accounting to maintain financial information, such as general ledger and bank reconciliations, and prepare financial reports using Accounting software.

REQUIREMENTS: EDU/EXPERIENCE: Bachelor's degree preferred, 3-5 years related experience and/or equivalent combination of education and experience.

SKILLS: Must have knowledge of Accounting software; Spreadsheet software and Word Processing software; ability to work with math concepts such as probability & statistical inference.

LICENSES: Valid Louisiana driver's license.
CPA candidate desired

CLOSING DATE: Open until filled

STARTING PAY: \$13.01/hour

BENEFITS: Vacation Leave, Sick Leave, Holiday Pay, Insurance & Retirement

APPLYING INSTRUCTIONS

Interested applicants should submit a resume and a letter of interest to City of Ruston, Attn: Personnel, P.O. Box 2069, Ruston, LA 71273; by fax: 318-251-2229; stop by City Hall, Room 211 for an application; or visit our website at www.ruston.org

**PRE-EMPLOYMENT PHYSICAL AND DRUG TESTING IS REQUIRED
THE CITY OF RUSTON IS AN "AT WILL" EMPLOYER
THE CITY OF RUSTON IS AN EQUAL OPPORTUNITY EMPLOYER**