

## **Accounting Technician, Community Development**

**Annual Salary: \$30,472.00 Grade: 18 (Employees: Refer to Civil Service Rule VI.3.1 and VI.17 for promotional rate) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.**

**Benefits Offered:** 23.09% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill vacancies in the Community Development department and future vacancies as they occur.

### **Kind of Work**

The purpose of this classification is to perform administrative and general accounting work, to process financial documentation, and to maintain financial records for the City.

### **Minimum Applicant Qualifications:**

- High School diploma or GED;
- Associates degree in accounting, business or related field is preferred; supplemented by two (2) year(s) of experience in billing, accounts payable and/or receivable or general accounting work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess a valid driver's license.
- If license is required, must obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment in this position.
- **Applicants should possess strong accounting/math experience, proficiency in Microsoft Excel spreadsheets, and formulas. Good customer service skills required.**

### **Kind of Examination**

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

**Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.**

**Accepting paper applications: until filled.**

**COMPLETE A PAPER APPLICATION AT: [WWW.CITYOFALEXANDRIALA.COM](http://WWW.CITYOFALEXANDRIALA.COM) UNDER OUR EMPLOYMENT PAGE**

**Completed applications may be submitted in one of the following ways:**

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street  
Alexandria, LA 71301
- b. Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)
- c. Fax: (318) 449-5232

**Civil Service Department Ph. (318)449-5078 Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)**  
**The City of Alexandria is an Equal Opportunity Employer.**