

Town of Fairfax

Finance Department

Employment Opportunity: Part-Time Accountant

The ideal candidate will thrive in a fast-paced environment with varied priorities; have a good grasp of basic accounting principles including the month end close, A/R & A/P, general ledger, etc.

Responsibilities:

- *Data Entry and journal entries
- *Bank Reconciliations
- *Maintain general ledger and trial balance
- *Accounts Payable Processing
- *Accounts Receivable - billing and collections
- *Payroll processing
- *Expense reports and analysis
- *Research projects

Qualifications:

- *2 to 5 years experience
- *Computer savvy - Excel, Word, Access - a plus
- *Accurate, detail-oriented
- *Able to multitask, switch priorities as needed
- *Self starter
- *Good client customer service
- *Good organizational skills
- *Government experience, a plus

Hours: Part-time up to 20 hrs/week. Pay: \$33-40/hour Submit resume: Attention Personnel, Town of Fairfax, 142 Bolinas Rd, Fairfax, CA 94930, August 31, 2010 deadline (Equal Opportunity Employer)