



CITY OF AUSTIN
EMPLOYEES' RETIREMENT SYSTEM

Accountant Full Time

Job Posting City of Austin Employees' Retirement System Austin, Texas

The City of Austin Employees' Retirement System (COAERS) is currently seeking candidates for an Accountant position. Reporting to the Chief Financial Officer, this position makes journal entries, performs staff payroll, accounts payable, bank reconciliations, and travel reimbursements. The position also prepares multiple benefit payrolls for distribution via electronic deposit and check printing. The position also prepares budget expense reports to internal users.

Work Location

COAERS offers a hybrid work schedule meaning this position will work in an office environment with opportunities to work remotely. During the initial training period (usually 3 months) the location of the work Monday through Friday is in-person at 4700 Mueller, Austin TX. After the training period is successfully completed, work is hybrid with three days in-person at 4700 Mueller, Austin TX and two days per week remote. Work location is subject to change at the supervisor's discretion. Paid covered parking is provided.

Education and/or Experience

Bachelor's degree in accounting or finance plus two years of relevant work experience or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Knowledge

Standard office practices and procedures; generally accepted accounting principles; accounting controls, budgeting, and expense tracking; basic banking and tax practices and procedures; Microsoft Dynamics GP accounting software, word processing, Microsoft Excel spreadsheet software; and Microsoft Office suite of software. Experience with timekeeping and banking software is preferred. Requires the performance of detailed, accurate, and timely work.

Compensation

The starting salary will be between \$75,000 to \$85,000 annually with the actual salary corresponding to the experience level and credentials of the candidate within the parameters of public sector compensation. An excellent benefits package is available, including medical, dental, vision, retirement, and sick and vacation leave.

How to Apply

Submit your resume, and cover letter, by email at recruiting@coaers.org. The subject line should be formatted as follows: Accountant – First Name Last Name.

The recruitment will remain open until the position is filled. COAERS does not discriminate in employment opportunities or practices on the basis of any characteristic protected by federal law.