



Title: Accounting Coordinator

FLSA: Non-Exempt

Department: Administration

Division: Finance Department

Hourly Rate: \$21.15 - \$ 25.00

Position starting October 19, 2026

**About the City:** Josephine, Texas, is one of the fastest-growing cities in the state, with a population served of 10,000 and rapidly expanding. While experiencing significant growth, Josephine retains a small-town atmosphere. Our mission is to empower community growth while preserving our cherished small-town values. We are committed to fostering a safe, vibrant, and inclusive environment where families thrive, businesses flourish, and the essence of our tranquil community endures for generations to come.

**Job Summary:** This position Performs a wide variety of basic accounting and administrative work in accounts payable, cash collections and general administration. This position requires friendly, courteous service and interaction with the public in person and over the phone. Must be able to resolve complaints and possibly defuse tense situations and give successful resolutions to problems presented.

### **Primary Duties & Responsibilities:**

Duties include, but are **not** limited to, the following:

- Represent the City of Josephine in a professional and appropriate manner at all times.
- Process invoices for payment, verify proper approval and account codes based on the chart of accounts, and mail vendor checks or process online payments promptly to meet deadlines.
- Audit invoices and payment requests to ensure compliance with the City's purchasing and approval policies.
- Review and reconcile vendor statements.
- Maintain accurate, organized, and up-to-date vendor files.
- Respond to inquiries from employees, management, and vendors on accounts payable issues; conduct research to resolve problems.
- Assist in developing and implementing accounts payable process improvements.
- Assist in the preparation and timely, accurate issuance of 1099 forms.
- Provide support for accounts receivable processing as needed.
- Process deposits at the bank, make change for clerks, and reconcile/balance clerks' cash drawers.
- Monitor the accounts payable (AP) email.

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- Match credit card statement charges with receipts submitted for payment processing.
- Assist the Finance Director in preparing financial reports by providing accounts payable documentation.
- Take ownership of project accounting, including maintaining retainer fees and development reconciliations, as well as miscellaneous accounts receivables.
- Assist with Community Center scheduling and rental arrangements.
- Process public records requests related to accounts payable.
- Assist the Finance Director with annual budget preparations and annual financial audit requests.
- Process Unclaimed Properties yearly.
- Work under the general direction of the City Finance Director.
- Perform special projects and analysis as required.

### **Minimum Qualifications:**

#### Knowledge, Skills and Abilities:

- Ability to communicate effectively in oral and written form
- Establish and maintain effective working relationships with employees and the general public
- Ability to respond to inquiries and concerns from external and internal customers with consistent tact and courtesy
- Considerable knowledge of clerical support functions required in conducting modern office duties
- Ability to learn city policy, procedures, and practices
- Operating within Microsoft Office

#### Education/Training/Experience Requirements:

- Associate degree (A.A.) or equivalent in Accounting or Business Administration; OR an equivalent combination of education and experience
- 3 years of experience working in customer service/office setting
- Experience in city government or other related industry preferred

### **Physical Demands/Work Environment:**

Work is performed in a standard office environment with low to moderate noise level. Subject to sitting for an extended period of time, as well as standing, walking, bending, reaching, kneeling, and lifting and putting away such items as records and office supplies of moderate weight of up to 40 pounds. Working with a wide variety of people.

The City of Josephine provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability, in accordance with applicable federal laws.

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