

**CITY OF YOAKUM  
EMPLOYMENT & PROMOTIONAL OPPORTUNITIES  
Job Posting No: 217**

May 4, 2018

The City of Yoakum needs qualified individuals to fill the following position. If you are interested and feel you qualify, or if you know someone who qualifies, contact:

CITY CLERK  
City of Yoakum  
808 Hwy 77-A South  
Yoakum, Texas 77995  
(361) 293-6321 (Voice)  
(361) 293-5234 (TDD)

Final selection for hiring is subject to City Manager's approval. In case of equally qualified applicants, City employees will be given hiring (promotional) preference.

In order to provide a drug-free work place, the City of Yoakum requires drug testing as part of the pre-placement physical. The City of Yoakum is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

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**POSITION**                      **Director of Finance**

**ESSENTIAL DUTIES:** Manage the City's accounting system and prepares financial statements; monitor all revenues and expenditures to ensure a balanced budget; review financial audits for the City; manage the City's purchasing activities; direct investment activities for all City funds; assist with the preparation of the City's annual budget; as head of the Finance Department, prepare departmental budget, control expenditures and ensure appropriate staffing levels; in conjunction with Fire Chief/EMS Director, serves as key compliance officer for and oversees development, implementation, and maintenance of City's EMS policies and procedures covering privacy of patient health information; supervise billing operations; subject to twenty-four hour recall.

**OPENING IN:**                      **UTILITY ADMINISTRATION DEPARTMENT**

**QUALIFICATIONS:** Bachelor's degree in accounting and finance is required; Master's degree and CPA or equivalent is preferred. Requires a minimum of three years progressively responsible accounting experience preferably in governmental accounting and/or auditing; at least one year supervisory experience; completion a City approved supervisor training program within the first 6 months of employment

**PHYSICAL REQUIREMENTS:** Fingers, hands and arms dexterity; eye-hand coordination; good hearing and vision; lifting of office materials, boxes and supplies; sitting long hours, standing, stooping, bending, squatting and walking associated with an office environment

**STARTING SALARY:** \$25.76 - \$41.22 Hourly (BOQ)

**CLOSING DATE FOR RECEIPT  
OF APPLICATIONS:**                      **OPEN**

Notice Posted May 4, 2018 at 5:30 PM