



TITUS COUNTY APPRAISAL DISTRICT
2404 W. FERGUSON
MT. PLEASANT, TEXAS 75455

EMPLOYMENT OPPORTUNITY

OFFICE MANAGER

DESCRIPTION:

The overall purpose of the business office manager position is to provide administrative, financial systems and clerical support to the operation of the Appraisal District. This position may provide accounting, bookkeeping, cashier, payroll, data input, clerical and other services associated with a business office and the human resources department of the organization. In addition, this position provides supervision and support to the tax collection clerks.

QUALIFICATIONS:

Knowledge, Skills and Abilities: Extensive knowledge of business office procedures with strong PC skills. Considerable knowledge of accounting principles is preferred along with good knowledge of automated accounting systems. Ability to manage time effectively and work independently; must have excellent communication skills. Must be able to maintain confidentiality in all aspects of work and project positive, professional image.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS:

A high school diploma or equivalent is required. Two years office experience with emphasis on business-office accounting is preferred. Experience in Quick Books and a TDLR designation is a plus.

Must register with the Texas Department of Licensing and Regulation and is required to complete and maintain the Registered Tax Collector certification. Must have a valid Texas Driver's License and be able to provide proof as an insured driver.

APPLICATIONS: Can be found online at www.titus-cad.org or at our office.

SUBMIT: PO Box 528, Mt. Pleasant, Texas, 75456

DEADLINE: OPEN UNTIL FILLED