

Administrative Assistant

The Duval County Appraisal District is accepting applications for position of Administrative Assistant.

This position is responsible for all bookkeeping services of the District such as, but not limited to:

- Keep up to date general ledger, reconcile bank statements and posting of accounts payable and receivable.
- Process payroll, payroll tax deposits, quarterly and annual IRS reports
- Billing taxing entities per annual budget
- Assist the Chief Appraiser in preparing annual budgets and maintain a current monthly budget status report
- Answer public information questions from taxpayers, their agents or others by personal contact, by phone or correspondence
- Responsible for ordering all office supplies from various vendors that the district uses
- Prepare packets containing agenda items, budget and personnel reports and other enclosures for Board of Directors meetings. Record and transcribe meeting minutes as directed.
- Perform other related duties as assigned by the Chief Appraiser.

Must have High School diploma or equivalent. Thorough knowledge of personnel record keeping, budget, payroll, and bookkeeping procedures. Prior appraisal district and tax office experience preferred, but not required. Must have good mathematical aptitude.

Job requirements include operating computers for basic and complex data retrieval, including QuickBooks or similar accounting program, Excel and Word programs. Must be well skilled in typing and/or word processing as well as using spreadsheet computer programs and personal computer applications in general. Two years or more of responsible administrative experience is preferred.

Submit a resume or pick up an application at the Duval County Appraisal District Office located at 100 West Gravis, San Diego, Texas 78384 or complete and print employment application at www.duvalcad.org/employment. Mail application or resume to P. O. Box 809, San Diego, TX 78384. Phone: 361-279-3305