

MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT

DATE: APRIL 08, 2022
JOB TITLE: ACCOUNTANT
DEPARTMENT: FINANCE/ACCOUNTING
STATUS: FULL TIME
REPORTS TO: CHIEF FINANCIAL OFFICER

Responsible for assisting the CFO with supervising accounting and business office and the overall operation of the financial system to include payroll, accounts payable and accounts receivable, inventory of fixed assets, purchasing and other accounting/finance related matters. Procurement duties include planning, scheduling, initiating, monitoring and quality assurance of all procurement and contract activities. Work requires independent and professional judgment and is performed under the general direction of the Chief Financial Officer

A Bachelor's Degree in Business Admin, Accounting and or Finance (B.B.A.) or related field is preferred. Experience in Accounting, Payroll, Material Management/Purchasing is preferred. Knowledge of Employment taxes and labor laws. Medical terminology preferred. Computer literate: must be familiar with all applications in the Microsoft Office Suite and familiar with Accounting Software. Excellent oral and writing skills are required; English/Spanish proficiency preferred.

Applications may be obtained at:
3406 Bob Rogers Drive, Suite 230, Eagle Pass, Tx. 78852
Or visit our website at www.mchdep.org to download the application.
Deadline: Open until position is filled

Please contact Juanita Villarreal for more information at (830) 757-4990 Ext. 4960

The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.