

# MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT

**DATE: 5/17/2024**

**JOB TITLE: PAYROLL SPECIALIST/ ACCOUNTING CLERK**

**DEPARTMENT: ACCOUNTING**

**STATUS: NON-EXEMPT**

**REPORTS TO: CHIEF FINANCIAL OFFICER**

This position is responsible for Performs varied and moderately complex duties as assigned by CFO. Responsible for supporting other accounting personnel. Responsible for the management of accounts payables/payroll. Work is performed under general instructions from designated supervisor. Must be detailed oriented, and be familiar with HIPAA and patient privacy. Knowledge of medical terminology, medical procedures and guidelines. Computer literate: must be familiar with all applications in the Microsoft Office. 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.  
Or visit our website at [www.mchdep.org](http://www.mchdep.org) to download the application.**

**Deadline: When position filled**

**Please contact Jasmin Garza, Human Resource Director for more information at (830) 757-4990 Ext. 4960 or submit your resume to [j.garza@mchdep.org](mailto:j.garza@mchdep.org)**

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