

Financial Administrator

The Cameron Appraisal District is seeking a qualified **Financial Administrator** to oversee all governmental financial operations in compliance with GASB and local government reporting requirements.

Responsibilities include financial statement preparation, accounts payable/receivable, payroll, bank reconciliations, budgeting, purchasing, investment management (PFIA), quarterly and annual reporting, HR compliance (DOL, FMLA, Workers' Compensation), W-2s, 1099s, and related administrative duties.

Qualifications:

Bachelor's Degree in Accounting required (Minor in Accounting considered with qualifying experience). Governmental accounting experience preferred. Proficiency in accounting software, spreadsheets, and financial reporting required. Fluent in English is required; Spanish proficiency a plus.

Full-time, Monday-Friday, in-office position. Attendance at Board meetings is required.

Salary:

Pay Group 24 to 26

To Apply:

Submit resume, qualifications and completed employment application to:
Loretta Salinas
Business Operations Manager
P.O. Box 1010
San Benito, TX 78586
(956) 399-9322

For a complete listing of the job description and to download an application, please visit our website at: www.cameroncad.org

Equal Opportunity Employer