

**CITY OF MONTGOMERY**  
**ADMINISTRATIVE ASSISTANT AND ACCOUNTING CLERK**

This position works closely with the City Administrator in the following areas, including, but not limited to; correspondence, filing invoices for accounts payable/receivable, preparation of audit and budget documentation, track development agreements, sales tax filers and escrow agreements. Prepare Gantt charts, graphs, spreadsheets and related documents. Some experience as a full charge bookkeeper is desired. Serve as a backup for utility billing and permit processing, and other projects as assigned.

Required skills include; excellent written and oral communication skills, math and financial calculation, report writing, time management, and an advanced level of Microsoft Office including Excel, Word and PowerPoint. Typing skills - 50 wpm. Experience with Incode a plus. Must be self-motivated and work well with the public. Salary DOQ. Immediate start date.

Resumes are to be submitted to: Susan Hensley, City Secretary, POB 708, Montgomery, Texas 77356 or via e-mail to [shensley@ci.montgomery.tx.us](mailto:shensley@ci.montgomery.tx.us).