

**CLARKSVILLE
ECONOMIC
DEVELOPMENT
CORPORATION**

800 West Main
Clarksville, TX 75426
Phone: (903) 427-3834
Fax: (903) 427-3907
Email: clarkvilleedc@gmail.com

DATE: January 10, 2017

JOB VACANCY

The Clarksville EDC is accepting resumes for an Administrative Assistant to work on a contract basis.

Duties will include but may not be limited to:

1. Attending all meetings;
2. Preparing all meeting materials i.e., agendas, minutes and financial reports for regular and special meetings;
3. Keeping records of meetings in accordance with applicable Texas laws;
4. Maintaining a General Ledger of accounts held by the Clarksville EDC;
5. Posting payments and tracking receivables;
6. Making bank deposits; and
7. Other tasks as required by the Clarksville EDC Board.

Requirements:

Have a Bachelor's degree, at least five (5) years of accounting or bookkeeping experience, proficient with spreadsheets and accounting software (especially Sage 50) be a Texas Notary or be able to become one with 30 days of hire and have a valid Texas Driver's license.

Resumes may be mailed to: Attn: W.F. "Babe" Higgins, Jr.
Clarksville EDC
800 W. Main Street
Clarksville, TX 75426
Fax: 903-427-3907
Email: clarkvilleedc@gmail.com

**** EQUAL OPPORTUNITY EMPLOYER ****